

Defense Travel Training Resources

**Desktop Guide for Authorizing
Officials**

November 3, 2016

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Chapter
3.0	12/13/10	Defense Travel Management Office (DTMO)	Updated links in manual	All Chapters
4.0	02/10/12	Defense Travel Management Office (DTMO)	General update of guide	All Chapters
4.1	07/31/13	Defense Travel Management Office (DTMO)	Updated with information requested by Improper Payments Elimination and Recovery Act (IPERA)	Chapter 2 Chapter 5 Appendix C
4.2	6/12/14	Defense Travel Management Office (DTMO)	Inserted a new chapter about delegating authority. Expanded glossary of terms. Updated document checklists to include SPPs and non-ATM advances. Aligned the checklist order with the DTS Preview screens. Updated all screenshots.	All Chapters and Appendices
4.3	10/1/14	Defense Travel Management Office (DTMO)	Removed Joint Federal Travel Regulations (JFTR) from all chapters where it was mentioned.	All Chapters and Appendices
4.4	6/9/15	Defense Travel Management Office (DTMO)	Inserted Integrated Lodging Program (ILP) information	Chapter 5 Appendix C
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4.7	5/4/16	Defense Travel Management Office (DTMO)	Inserted new screenshots of new Documents in Routing screen	Chapter 4 Chapter 5
4.8	11/4/16	Defense Travel Management Office (DTMO)	Updated Commercial Travel Office (CTO) references to Travel Management Company (TMC)	Chapter 2 Chapter 5 Appendix B

Chapter 1: Introduction

This guide is a reference for Authorizing Officials (AOs) who approve documents in the Defense Travel System (DTS). It provides information and guidance about:

- General policy and liability
- Eligibility and qualifications
- Available training
- Using DTS to review and certify travel documents

As an AO, you function as a Certifying Officer (CO) when approving most DTS documents. This role obligates you to protect taxpayer funds from misuse. If you fail to exercise due diligence in this area, you may be liable for repaying the misused amount. As such, this guide is a valuable tool in helping you to:

- Adopt a workflow that will help you identify errors and intentional misrepresentations
- Certify that payment disbursements are approved only for expenses that are legal, proper and correct for the traveler who has requested them
- Protect yourself from financial consequences resulting from payments made on vouchers that contain errors or misrepresentations

Preventing fraud, waste, abuse, and mismanagement of tax-payer funds and protecting yourself from liability should always be your focus when approving authorizations and vouchers.

Chapter 2: General Policy and Liability

To ensure that your actions are within the parameters of the law, you should become familiar with the regulations that govern your legal responsibilities. When approving documents, the *Joint Travel Regulations (JTR)* and the *Department of Defense Financial Management Regulation (DoDFMR)* should be consulted to determine the validity of transportation requests and reimbursable expenses.

The *JTR* specifically identifies what you can approve, and does so with the full force of the law behind it. It is your responsibility to become familiar with these regulations, and to be aware of changes and updates to them.

The *DoDFMR* directs all financial management requirements, systems, and functions for all DoD financial activities.

This guide is based on the policies set forth in the *JTR* and the *DoDFMR*. It identifies how those policies affect you in your role as an AO. It also identifies the potential liabilities that you may bear if a payment that you certified is found to be erroneous.

2.1 Policy

In compliance with the *DoDFMR*, if any payment that you approve (certify) is found to be erroneous, you may be held personally responsible for reimbursing the Government for the amount of the erroneous payment. This financial responsibility is called “pecuniary liability”.

When you are appointed as an AO, you become personally accountable and responsible for verifying that all payments that you approve are legal, proper, and correct. You must adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives the correct reimbursement per the *JTR*.



All TDY travel policies are important. However, the reports required by the Improper Payments Elimination and Recovery Act (IPERA) have identified some key concepts to which travelers and AOs may pay particular attention. In this guide, the key icon highlights these concepts.

2.2 Liability

The *DoDFMR, Volume 9, Chapter 2* states the AO is performing a CO function when they approve a DTS travel document that contains a payment. *The DoDFMR, Volume 5, Chapter 33*, states that a CO has pecuniary liability for illegal, improper, or incorrect payments resulting from improper certification. Procedures and further guidance concerning the liability of Accountable Officials are found in *DoDFMR, Volume 5, Chapter 6*. As an AO, you should be aware that:

- You have unlimited pecuniary liability for all advances and payments made to travelers on the basis of authorizations, vouchers, and local vouchers that you approve.

If you approve or certify for payment an authorization or voucher that includes expenses that are not legal, proper, or correct, you may have to pay all or part of the disputed expenses. Pecuniary liability is enforced whether the erroneous payment was made accidentally or intentionally.

As an AO, you must be diligent and practice thorough work processes when approving documents to prevent erroneous payments.

Table 2-1 provides a list of recommendations for protecting yourself from pecuniary liability.

Table 2-1: How to Protect Yourself from Pecuniary Liability

HOW TO PROTECT YOURSELF FROM PECUNIARY LIABILITY	
DO:	DON'T:
<p>Minimize opportunities for errors:</p> <ul style="list-style-type: none"> Establish procedures and controls. Ensure that local business rules for DTS are documented and distributed. Monitor subordinates to make sure that they follow procedures. Be alert to the possibility that a voucher is being processed a second time. 	<p>Assume that all requests are valid and complete.</p> <p>Allow anyone else to use your personal certificate or CAC. You may be liable for an incorrect payment approved by another person using your identity.</p>
<p>Escalate questionable payment requests</p> <ul style="list-style-type: none"> Follow your local policy to request an advance decision from the Comptroller General when you have doubts about the legality of payments. 	<p>Approve a payment when you have doubts.</p>
<p>Collect the evidence</p> <ul style="list-style-type: none"> Verify funds before approving payments. Save fund availability certifications and other documentation to prove that procedural safeguards regarding payments have been observed. 	<p>Approve reimbursements unless funds are available to cover the payment.</p>

2.2.1 Responsibilities of an AO

As an AO, you act as a steward of Government funds and ensure that policies are followed by the traveler. Some of your responsibilities include:

- Verifying that the trip and the expenses are necessary to accomplish your organization's mission.
- Verifying that the traveler booked reservations through the Travel Management Company (TMC); [formerly known as the Commercial Travel Office (CTO)]; DTS still refers to the TMC as the CTO], unless the TMC was not available.
- Approving authorizations so that the TMC can book and ticket air and rail transportation.
- Ensuring that travelers follow DoD travel policy when requesting advances.
- Verifying that no expense has been listed on the voucher more than once.
- Approving the payment of a requested non-ATM advance or a scheduled partial payment.
- Reviewing all required receipts and other substantiating records with the voucher. These can be originals, copies, or a locally approved 'missing receipts' form if a receipt has been misplaced. Receipts for all lodging expenses and any expense over \$75 are required.
- Ensuring that the voucher shows how to split disburse the requested payment between the GTCC vendor and the traveler's EFT account.
- Approving amendments related to centrally billed account (CBA) payments initiated by the organization's CBA Specialist.
- Returning authorizations for correction when they contain inaccurate information or illegal requests.



2.2.2 Responsibilities of Other Accountable Officials

The *DoDFMR* acknowledges that, as a CO, you may rely on the help of other Accountable Officials when deciding whether to approve temporary duty (TDY) trip, pay reimbursable expenses as requested, and approve allowable requests for changes to standard travel procedures.

Accountable Officials therefore can be held liable for erroneous payments, although not at the same level as the AO. The below list of individuals who may have pecuniary liability:

- Lead Defense Travel Administrator
- Organization Defense Travel Administrator
- Finance Defense Travel Administrator (FDTA)
- Transportation Officer
- Centrally Billed Account (CBA) Specialist
- Reviewing Official
- Certifying Official

Note: The DTS role “Certifying Official” is not the same role as a “Certifying Officer”. The “Certifying Official” verifies funds availability, while the “Certifying Officer” certifies requests for payment.

These individuals, when appointed as Accountable Officials have pecuniary liability for illegal, improper, or incorrect payments that result from erroneous information, data, or services they provided, and upon which, the AO directly relies. For this reason, it is important that Accountable Officials perform their responsibilities with accuracy, especially in the following areas:

- Explaining or justifying the purpose of a TDY trip
- Verifying reimbursable expenses are valid
- Ensuring policy compliance
- Verifying that travelers abide by all procedures and controls so that all allowances and payments are processed correctly
- Complying with all applicable DoD regulations, policies, and procedures including local standard operating procedures
- Supporting AOs with timely and accurate data, information, and service to ensure proper payments, i.e., payments that are supportable, legal, and correctly computed

Chapter 3: Eligibility and Qualifications

Public Law 104-106, National Defense Authorization Act for Fiscal Year 1996, requires that an appointee be trained and knowledgeable in the responsibilities of a CO. In addition to completing required training, a CO must be appointed in writing using a DD Form 577 (“Appointment/Termination Record-Authorized Signature”). The completed DD Form 577 must identify the types of payments that the CO has authority to certify, such as CBA, transportation, or travel expenses.

Each organization’s FDTA (or an individual identified by local policies) should retain the DD Form 577’s.

Since an AO typically serves as a CO for an organization, the remainder of this section treats both roles as one with regard to the eligibility and qualifications to perform the duties.

Eligibility requirements specify that an AO:

- must be a federal Government employee
- must be a U.S. citizen if stationed in the contiguous United States (CONUS) or non-foreign area outside the contiguous United States (OCONUS), such as Hawaii or Guam
- may be a local national if stationed in a foreign OCONUS location

To strengthen internal controls, a CO should have a minimum working knowledge of:

- the *JTR*
- the *DoDFMR*
- how to prepare a voucher for reimbursement
- appropriations, other funds, and accounting classifications
- the payment process (e.g., availability of funds and location of designated disbursing and accounting offices)

Chapter 4: Training for Authorizing Officials

Every AO must adhere to the required and recommended training requirements. Required training includes both initial and annual refresher training.

If you are the supervisor of an AO, you are responsible for ensuring that they complete their required training. Supervisors should periodically review the performance of the AO to ensure compliance with regulations and policies, including local standard operating procedures.

4.1 Required Training

Within two weeks of appointment as an AO, and before certifying any documents, you must complete a training course as defined in Public Law 104-106. You should then provide a printed copy of the course completion certificate to your supervisor.

Your supervisor will identify which courses you must complete to satisfy the training requirement.

To access the DTMO TAOCO (Initial COL) course, log in to TraX and select **Training**. Select the **View All** button. A list will display that contains a course titled *AO/RO – COL/Training for Accountable Officials (Initial COL)* (Figure 4-1).

The screenshot shows the TraX Training Module interface. At the top, there are navigation tabs: Available/Recommended, Scheduled, Completed, My Roles, Info, and Travel Certificate Program. Below these are filter buttons: Web Based, Demos, Instructor Led, and Distance Learning. A 'View All' button is also present. The main content area displays a table of recommended training courses. The course 'AO/RO - Training for Accountable Officials and Certifying Officers (Initial COL)' is highlighted with a red box.

Actions	CLASS NAME (RECOMMENDED)	Version:	TYPE:
Launch! INFO	AO/RO - The DTS Approval Process	2.00	Web Based
Launch! INFO	AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Refresher)	3.01	Web Based
Launch! INFO	AO/RO - Training for Accountable Officials and Certifying Officers (Initial COL)	3.00	Web Based
Launch! INFO	DTA - DTA Overview	1.00	Web Based
Launch! INFO	DTA - Maintenance Tool: An Overview	2.00	Web Based
Launch! INFO	DTA - Maintenance Tool: Groups	1.00	Web Based
Launch! INFO	DTA - Maintenance Tool: Organizations	2.00	Web Based
Launch! INFO	DTA - Maintenance Tool: People	3.01	Web Based
Launch! INFO	DTA - Maintenance Tool: Routing Lists	1.00	Web Based
Launch! INFO	DTA - Reports	2.01	Web Based
Launch! INFO	DTS (Basic) - About DTS	2.00	Web Based
Launch! INFO	DTS (Basic) - DTS Travel Documents (DTS 101)	4.00	Web Based

Figure 4-1: Training Module in TraX

4.2 Recommended Training

TraX offers many courses that provide both required and recommended training for AOs (Figure 4-2). In addition to the required training described in Section 4.1, you should complete at least one course from each category below.

Figure 4-2: TraX Training for AOs and COs

Travel Policy – These courses provide an overview of travel regulations. Courses available are:

- Travel Policies (web-based training [WBT])
- Travel Policy while TDY (distance learning [DL])

Defense Travel System – These courses provide an understanding of how to use DTS to authorize and approve travel. Course available include:

- AO/RO – DTS Approval Process [WBT]
- Approval Process for TDY (Route and Review [DL])
- Route and Review (narrated demonstration)

For more information on training, including COL and DTS, visit the Defense Travel Management Office (DTMO) Travel Training website or the Training Resource Center in TraX.

Chapter 5: Approving Documents in DTS

Familiarization with the Defense Travel System (DTS) will make the review process easier. One way of gaining familiarization is by completing one of the DTS training courses discussed in the previous chapter.

The review and approval process begins when a document is routed to you. You will receive an email notification when a document routes into your DTS queue. You can either select the link shown in the email (Figure 5-1) or follow the steps below to review and approve a DTS travel document.



Figure 5-1: Email Notification of Documents Awaiting Approval Notification

1. Log into DTS.

The **User Welcome** screen opens (Figure 5-2).

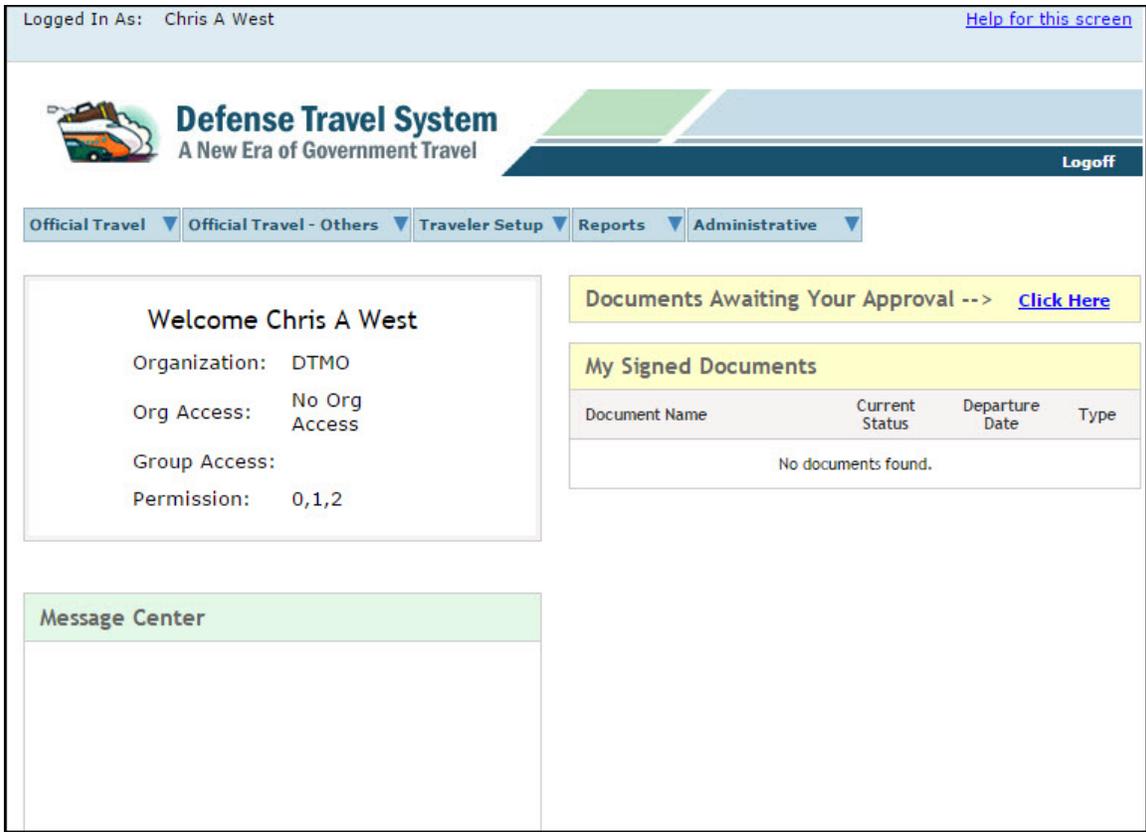


Figure 5-2: DTS User Welcome screen

2. Select **Click Here** in the yellow box labeled Documents Awaiting Your approval.
3. The **Documents in Routing** screen opens (Figure 5-3). The **Sort by Document** column identifies the name of the document.
4. Select the **review** link located at the left of the document you wish to review (Figure 5-3).

Logged In As: [Chris A West](#) Screen ID: 1026.1 Close Window
Help for this screen

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Document List [Route/Sign](#) [Adjustments](#) [Setup](#)

Documents in Routing

Current Date: 05-04-2016

Documents In Routing

Following is a list of documents that were routed to you for review and signature. Select a document to review and use the navigation bar at the top for additional tasks.

Show entries Search:

Review	Type	Document	TA Number	Dep Date	Traveler	Total Cost	Last Signed Date
Review	LVCH	EW050416_L01		04/04/16	West, Eric	\$70.00	05/04/16
Review	AUTH	EWARLINGTONX071116_A01		07/11/16	West, Eric	\$1792.06	05/04/16
Review	AUTH	EWBOSTONMA052316_A01		05/23/16	West, Eric	\$785.28	05/04/16
Review	AUTH	EWSANDIEGOCOA053016_A01-01	002XZK	05/30/16	West, Eric	\$2640.57	05/04/16

Showing 1 to 4 of 4 entries Previous **1** Next

Figure 5-2: Documents in Routing screen

5. The Preview Trip screen opens (Figure 5-4). The tabs shown below appear on the subnavigation bar and are links to each of the modules in the Review/Sign module.

- Preview
- Other Auths
- Pre-Audit
- Digital Signature

Logged In As: [Chris A West](#) Document Name: EWSPOKANEWA061514_V01 Screen ID: 1064.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Voucher [Help for this screen](#)

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[RETURN TO LIST](#) [Document List](#) [Route/Sign](#) [Adjustments](#) [Setup](#)
[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[Amendment Preview Screen](#) [Print Document](#)

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.
 DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Substantiating Records](#) [Document History](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official: None
 Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
 Trip Purpose: TRAINING ATTENDANCE
 Trip Description:

Figure 5-4: Preview Trip Screen – Voucher (Top Section)

The remainder of this section explains the review process and shows the steps to perform as you move through the document.

Note: Appendix C provides a sample checklist for authorizations, vouchers, and local vouchers. You may also use the AO checklist tri-fold located on the DTMO website:
http://www.defensetravel.dod.mil/Docs/Training/Tri-fold_AO_Checklist.pdf.

5.1 Approving Authorizations in DTS

You assume pecuniary liability when approving an authorization that includes a request for either a non-ATM advance or scheduled partial payment (SPP). As the AO, you must ensure that the payment of these advances and/or SPPs is legal, proper, and correct.

You should only authorize non-ATM advances for travelers who do not have a Government Travel Charge Card (GTCC) or are traveling to a location where use of the card is not practical.

5.1.1 Preview Trip Screen – Authorization

The **Preview Trip** screen in DTS is the starting point for reviewing an authorization (Figure 5-4). Follow the below steps to approve the authorization:

1. Select **Substantiating Records** to verify that the traveler provided all required supporting documentation. For example, if the requested transportation mode differs from the mode normally used to accomplish the trip, you should verify a constructed travel worksheet is attached – unless the traveler is requesting travel by POC (auto or motorcycle) and all travel legs are 400 miles or less.
2. Select **Return to Trip Preview** to return to the Preview Trip screen.
3. Select **Document History**.

The **Document Route Status** screen opens (Figure 5-5). Review the pending routing status, document history and any remarks from the traveler or other Routing Officials.

Document Route Status

Following is the status details for the selected document.

Pending Routing Actions

Awaiting Status Change To	By	Level
APPROVED	Shelly A Smith	25
APPROVED	Chris A West	25

Document History

Status	Date	Time	Name	Remarks
CREATED	10/24/2013	1157	Eric West	
SIGNED	10/24/2013	1506	Eric T West	

Return To Trip Preview View Adjustments

Figure 5-5: Document Route Status screen

4. Select **Return to Trip Preview**.

The **Preview Trip** screen opens. This screen captures all the information about the trip, and is quite long (Figure 5-4 [top section], Figure 5-6 [middle section], and Figure 5-7 [bottom section]).

Overall Starting Point Time Zone: EST (06)			
Itinerary: Edit	Leave From:	Woodbridge,VA	
	Leave:	18-May-15	
Location 1 - SHEPPARD AFB, TX Time Zone: CST (07)			
Itinerary: Edit	Leave From:	SHEPPARD AFB, TX	
	TDY/TAD Location:	SHEPPARD AFB, TX	
	Arrive:	18-May-15	
	Leave:	21-May-15	
DoD Lodging:	Reserved:	Yes	
	Non-Availability Number:		
	Cancellation Number:		
Lodging Edit	Name:	SHEPPARD INN	Comments to the Travel Agent: ROOM DATA: VQ RM 1 PVT BATH::
	Cost:	\$60.00 / Night	
	Tax:	0%	
	Check-In:	18-May-15 11:59PM	
	Check-Out:	21-May-15 11:59PM	
	Method Of Reimbursement:	GOVCC	
	Confirmation:	446782348	
	Total Room & Tax:	\$60.00 / Night excluding additional fees	
Overall End Point Time Zone: EST (06)			
Itinerary: Edit	Leave From:	SHEPPARD AFB, TX	
	Return Location:	Woodbridge,VA	
	Arrive:	21-May-15	

Figure 5-6: Preview Trip screen – Voucher (Middle Section)

Expenses							
Non-Mileage:							
No.	Expense Type	Date	Cost	Method Of Reimbursement			
View 1.	Hotel Sales Tax	05/28/15	\$15.00	GOVCC-Individual			
View 2.	Computer Internet/Wifi Fee	05/28/15	\$5.00	GOVCC-Individual			
			Total:	\$20.00			
Mileage:							
No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
View 1.	Pvt Auto-Terminal	05/28/15			\$2.88	Personal	5
					Total:	\$2.88	
Per Diem Entitlements							
Lodging M&IE:							
Start Date	End Date	Total Lodge	Total M&IE				
View 05/25/15	05/28/15	\$180.00	\$161.00				
Accounting Summary							
Actual/Estimate				Allowed			
Accounting Code:	15 EBIZ-G-05	view	Accounting Code:	15 EBIZ-G-05	view		
LODGING:	\$180.00		LODGING:	\$180.00			
M&IE:	\$161.00		M&IE:	\$161.00			
MILEAGE:	\$2.88		MILEAGE:	\$2.88			
OTHER:	\$20.00		OTHER:	\$20.00			
15 EBIZ-G-05 Sub Total:	\$363.88		15 EBIZ-G-05 Sub Total:	\$363.88			
Calculated Trip Cost:	\$363.88		Calculated Trip Cost:	\$363.88			
Document Totals							
Actual/Estimate				Baseline Trip			
LODGING:	\$180.00		LODGING:	\$180.00	View Worksheet		
M&IE:	\$161.00		M&IE:	\$161.00			
MILEAGE:	\$2.88		MILEAGE:	\$2.88			
OTHER:	\$20.00		OTHER:	\$20.00			
Calculated Trip Cost:	\$363.88		Calculated Trip Cost:	\$363.88			
Advances and Scheduled Partial Payments Summary							
No Advances requested.							
Trip Length does not allow Scheduled Partial Payments.							
Save And Proceed To Other Auths							
Proceed to the following page:				Other Authorizations	Continue		

Figure 5-7: Preview Trip screen – Authorization (Bottom Section)

5. Ensure that the traveler chose the correct **TDY/TAD Location** (e.g., if the TDY is to a military installation, that the traveler chose the military installation and not the city near the installation).
6. Continue reviewing the document. Examine all entries and expenses carefully. If the traveler going TDY to a military installation, review the lodging section to ensure the traveler has reservations for **DoD Lodging**, has received a **Non-Availability Number** (indicating DoD Lodging was not available), or is exempt from DoD Lodging.

7. Select each **View** link to review the details for any reservation or expense shown on the document.
8. Scroll to the bottom of the screen and select **Proceed to Other Auths**.

5.1.2 Other Authorizations Screen – Authorization

The Other Authorizations screen displays any additional authorizations that the traveler manually selected or triggered by making certain selections in the document (Figure 5-8). If a traveler selected a duty condition, expense, or other item that needs to be placed on the travel order, DTS flags it as an Other Authorization.

Every authorization is required to have this statement located in the document: **“Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives.”**

Check your local organization business rules for statement inclusion.

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations			
	Other Authorization	Remarks	Remove
1	OTHER (See remarks below)	OTHER (See remarks below) Alternate means such as, Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives. <input type="text"/>	remove

Save and Proceed to Pre-Audits

Proceed to the following page: Pre-Audit **Continue**

Figure 5-8: Other Authorizations screen

1. Review the other authorizations and verify that the remarks are accurate and sufficient.
2. Select **Save and Proceed to Pre-Audits**.

5.1.3 Pre-Audit Trip Screen – Authorization

The Pre-Audit Trip screen shows flags for any items that require justification to comply with DoD policy or that exceed DoD cost thresholds (Figure 5-9). There may also be advisory notices that you should review.

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

2 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→1 AVAIL DOD LDG NOT USED	→1 SHEPPARD AFB, TX: Available DoD lodging was not used for 05/25/2015 to 05/29/2015.	Reason Codes (L3) - Lower rate available Travel Lodge, Wichita Falls, TX
	→1 POSSIBLE EXCESSIVE EXPENSE	→1 THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Computer Internet/Wifi Fee > 0.0	Lodging charges for computer WiFi

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature [Continue](#)

Figure 5-9: Pre-Audit Trip screen

1. Review each flagged item. Make sure that the justifications are sufficient. If a justification is insufficient, you **must return** the document to the traveler with appropriate instructions.
2. If the traveler provides sufficient justification for non-use of available, directed DoD lodging or preferred commercial lodging, you can override the automatic system reimbursement limitations.

*For more information on lodging reimbursement limitations refer to the Document Processing Manual, Chapter 2.

3. Review all advisory notes.
4. Select **Save and Proceed to Digital Signature**.

5.1.4 Digital Signature Screen – Authorization

Use the Digital Signature screen to approve an authorization ((Figure 5-10) or initiate other routing actions, such as returning a document to the traveler if anything appears to be inaccurate or incomplete.

Figure 5-10: Digital Signature screen – Authorization

Be sure that the authorization and expenses are compliant with policy before submitting the document as **APPROVED**.

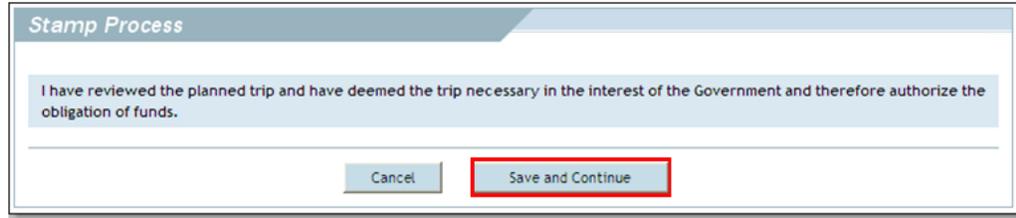
1. Select the **Submit this document as** drop-down list arrow and select **APPROVED**.

By selecting **APPROVED**, you are assuming pecuniary liability for any advances or partial payments requested by the traveler. If you do not want to approve the document, return it to the traveler for corrections by selecting **RETURNED**.

2. Enter any remarks that are required or that will be useful to the traveler.
3. Select **Submit Completed Document**.

Note: The **Submit this document as** drop-down list contain stamps that are based on your role in DTS. In general, you should only use the **APPROVED** or **RETURNED** stamp, even if other stamps are available. Changing the stamp to **REVIEWED** or **CERTIFIED** will cause a problem with the document routing process.

After you stamp the document **APPROVED**, the Stamp Process screen opens (Figure 5-11). It requires you to confirm that you have reviewed the planned trip and deem the trip necessary in the interest of the Government and therefore, authorize the obligation of funds.



Stamp Process

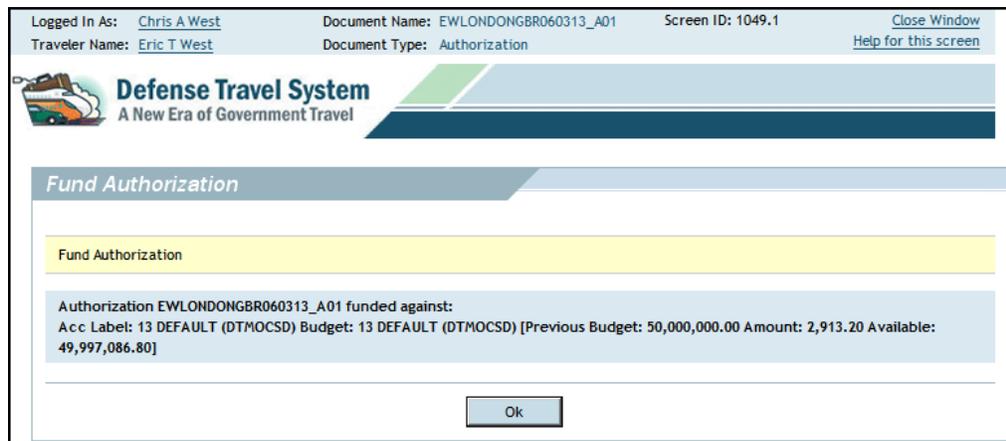
I have reviewed the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds.

Cancel Save and Continue

Figure 5-11: Stamp Process screen – Authorization

4. Select **Save and Continue**.

Once you have approved the authorization, the **Fund Authorization** screen opens (Figure 5-12). It shows the amount that was obligated for the trip and the balance remaining in the budget.



Logged In As: [Chris A West](#) Document Name: EWLONDONGBR060313_A01 Screen ID: 1049.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Fund Authorization

Fund Authorization

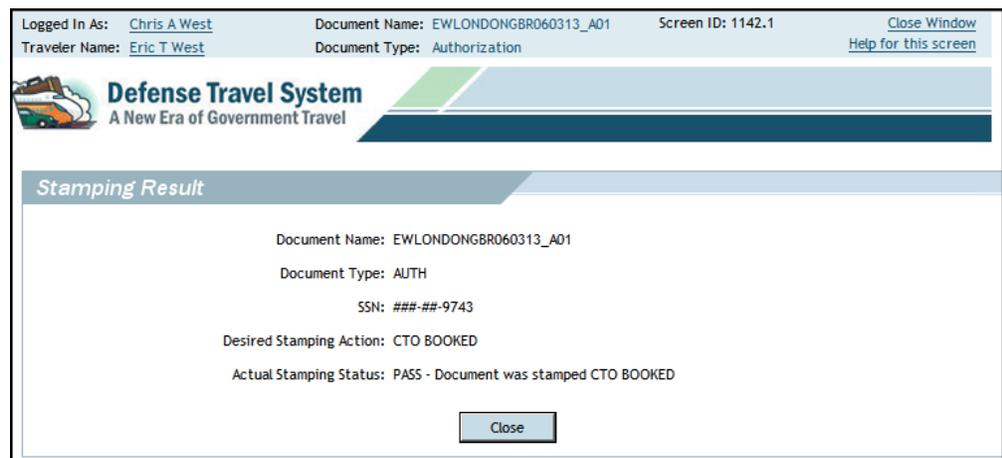
Authorization EWLONDONGBR060313_A01 funded against:
 Acc Label: 13 DEFAULT (DTMOCS) Budget: 13 DEFAULT (DTMOCS) [Previous Budget: 50,000,000.00 Amount: 2,913.20 Available:
 49,997,086.80]

Ok

Figure 5-12: Fund Authorization screen

5. Select OK.

The **Stamping Result** screen opens (Figure 5-13).



Logged In As: [Chris A West](#) Document Name: EWLONDONGBR060313_A01 Screen ID: 1142.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Stamping Result

Document Name: EWLONDONGBR060313_A01
 Document Type: AUTH
 SSN: ###-##-9743
 Desired Stamping Action: CTO BOOKED
 Actual Stamping Status: PASS - Document was stamped CTO BOOKED

Close

Figure 5-13: Stamping Result screen

6. Select **Close**.

You have approved the authorization.

5.2 Approving Vouchers in DTS

The AO has broad authority to determine when TDY travel is necessary to accomplish the mission, authorize travel expenses, approve travel arrangements, and obligate travel funds in accordance with the JTR.

- You will use the cost estimate on the authorization to determine if the budget can support the trip. If standard travel arrangements made using Government-negotiated airline, lodging, and rental car rates do not meet mission needs, you may authorize other travel options requested by the traveler, provided they conform to law, DoD regulations, Component or local policies, and contractual obligations. You must authorize the cost estimate before travel can occur.
- You can obtain information on policies relating to transportation and travel arrangements from the TMC, Command channels, or Service headquarters to assist in future travel decisions.
- Make sure the traveler has access to a GTCC; either individually billed account (IBA) or CBA.

You should:

- Only authorize travel necessary to accomplish the mission.
- Approve non-ATM advances and scheduled partial payments (SPPs).
- Approve amendments related to CBA charges initiated by the CBA Specialist.
- Process all requests for premium class travel outside DTS in accordance with service directives. If approved, ensure a copy of the premium class approval is attached as a substantiating record.

The list below shows some of the items for which you are responsible and that you must verify:

- Expenses must be valid, both the type and amount.
- Receipts must be attached for all lodging and any expense of \$75 or more.
- Scanned receipts must show that payment was made and must be legible.
- Amounts and dates for the expenses on the voucher must match the receipts



- Method of reimbursement must be correct for each expense type:
 - Travelers with a GTCC must use the card for pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals, and incidental expenses, unless otherwise specified. These expenses, and other charges to the card, must indicate GOVCC as the method of reimbursement.
 - Transportation (air/rail) may be paid using a CBA. In this case, the method of reimbursement will be Comm Air (Central Bill).

Note: The *DoDFMR* strictly prohibits use of a GTCC to charge expenses for any individual other than the cardholder and their dependents.

The initial steps for voucher view are identical to the steps for authorization review. After you receive an email notification, log in to DTS, access documents awaiting your approval, and select **Review** for the document you want to review. The **Preview Trip** screen opens.

5.2.1 Preview Trip Screen – Voucher

The **Preview Trip** screen is the starting point for reviewing a voucher. As with an authorization, it is quite long (Figure 5-4 [top section], Figure 5-6 [middle section], and 5-14 [bottom section]). The voucher **Preview Trip** screen differs slightly from the authorization **Preview Trip** screen by displaying a **Disbursing Summary** below **Accounting Summary**. It identifies any amount that has already been paid to the traveler (Figure 5-14).

Note: The **Disbursing Summary** is important because it shows whether an amount is still owed to the traveler, or if the traveler has been overpaid and owes money to the Government.

Accounting Summary			
Actual/Estimate		Allowed	
Accounting Code:	14 TRAINING view	Accounting Code:	14 TRAINING view
COM. CARR.-1:	\$410.50	COM. CARR.-1:	\$410.50
LODGING:	\$264.60	LODGING:	\$264.60
MBIE:	\$396.50	MBIE:	\$396.50
OTHER:	\$122.34	OTHER:	\$122.34
RENTAL CAR:	\$215.33	RENTAL CAR:	\$215.33
TRANSPORT:	\$24.25	TRANSPORT:	\$24.25
14 TRAINING Sub Total:	\$1,433.52	14 TRAINING Sub Total:	\$1,433.52
Calculated Trip Cost:	\$1,433.52	Calculated Trip Cost:	\$1,433.52
Disbursing Summary			
Total Prior Payments:	\$0.00		
Balance Due US:	\$0.00		
Net Distribution			
Personal(S):	\$374.50		
Individual GOVCC(S):	\$1,059.02		
Total(S):	\$1,433.52		
Document Totals			
Actual/Estimate		Baseline Trip	View Worksheet
COM. CARR.-1:	\$410.50	COM. CARR.-1:	\$410.50
LODGING:	\$264.60	LODGING:	\$264.60
MBIE:	\$396.50	MBIE:	\$396.50
OTHER:	\$122.34	OTHER:	\$122.34
RENTAL CAR:	\$215.33	RENTAL CAR:	\$215.33
TRANSPORT:	\$24.25	TRANSPORT:	\$24.25
Calculated Trip Cost:	\$1,433.52	Calculated Trip Cost:	\$1,433.52
Advances and Scheduled Partial Payments Summary			
No Advances requested.			
No Scheduled Partial Payments Requested.			
Save And Proceed To Other Auths			
Proceed to the following page: Other Authorizations Continue			

Figure 5-14: Preview Trip Screen- Voucher (Bottom)

Follow the steps below to approve the voucher:



1. Select **Substantiating Records** to make sure that the traveler attached all required receipts and other supporting documents to the voucher, and that those receipts are legible.

The **Receipts** screen opens (Figure 5-15).

Receipts			
Below is a list of your receipts. Click "view" to view the receipts.			
Date	CTW	Notes	View
24-Oct-2013	<input type="checkbox"/>	Hotel Receipt	View
Return To Trip Preview			

Figure 5-15: Receipts screen

It is important to review all attached receipts to make sure that the dates and the amounts are accurate. Please note that in order for a document to be considered a receipt, it must indicate that payment has been made. A document showing how much is owed is **NOT** a receipt. There should be receipts for the below expenses:

- All lodging expenses
- All expenses that exceed \$75
- Other receipts or documents as required by local business rules

2. Select **Return to Trip Preview** to go back to the **Preview Trip** screen.

3. Select **Document History**.

The **Document Route Status** screen opens (Figure 5-5). Review the pending routing status, document history, and any remarks from the traveler or other routing officials.

4. Select **Return to Trip Preview**.

The **Preview Trip** screen opens (Figure 5-4, Figure 5-7 and Figure 5-14).

5. Continue reviewing the document. Examine all entries and expenses carefully, make sure that there is a receipt to match each expense that requires one. Select each **View** link to see the details for each reservation or expense contained in the document.

6. Scroll to the bottom of the page and select **Proceed to Other Auths.** to view any additional authorizations for the trip.

5.2.2 Other Authorization and Pre-Audit Trip Screens – Voucher

These screens were described in Sections 5.1.2 and 5.1.3; however, the voucher information may be different than what was approved on the authorization. When approving a voucher, it is very important to review both screens.

1. Verify the accuracy of the other authorizations (Figure 5-8).

2. Select **Save and Proceed to Pre-Audits**.

3. The **Pre-Audit Trip** screen opens (Figure 5-8).

4. Verify that the traveler sufficiently justified the items flagged.

5. Review any advisories.

6. Select **Proceed to Digital Signature**.

5.2.3 Digital Signature Screen – Voucher

Use the **Digital Signature** screen to apply the appropriate stamp to the voucher (Figure 5-16) or initiate other routing actions, such as returning the voucher to the traveler if anything appears to be inaccurate or incomplete.

Figure 5-16: Digital Signature screen – Voucher

Use the below steps to approve a voucher. Applying the **APPROVED** stamp certifies the voucher for payment:

1. Select the **Submit this document as:** drop-down arrow and select **APPROVED**.



By selecting **APPROVED**, you assume pecuniary liability for any reimbursement that the traveler has requested. Be sure that the voucher and expenses are compliant with policy before applying **APPROVED**. If the voucher contains any inaccurate or ineligible request, choose the **RETURNED** stamp to send the document back to the traveler. Be sure to include remarks that identify the issues so that the traveler can make corrections and resubmit the document.

2. Enter any additional remarks that may be required or useful.
3. Select **Submit Completed Document**.

The **Stamp Process** screen opens (Figure 5-17).

Figure 5-17: Stamp Process screen – Voucher

4. Read the paragraph that states that you have fulfilled your responsibilities associated with approving the document and that the Government should fund this claim.

5. Select **Save and Continue**.

The **Fund Voucher** screen opens (Figure 5-18). It displays the amount of the voucher being funded as well as the balance remaining on all budgets that were decremented.

Figure 5-18: Fund Voucher screen

6. Select **OK**.

The **Stamping Result** screen opens (Figure 5-19).

Figure 5-19: Stamping Result screen

7. Select **Close**.

You have approved the voucher.

5.3 Approving Local Vouchers in DTS

The procedure for approving a local voucher is similar to the approval procedure for a voucher, but there are fewer elements to review. The **Preview Trip** screen is shorter (Figure 5-20).

Logged In As: Chris A West
Traveller Name: Eric T West
Document Name: EW100813_L01
Document Type: Local Voucher
Screen ID: 1065.1
[Close Window](#)
[Help for this screen](#)

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[RETURN TO LIST](#)

Document List
Route/Sign
Adjustments
Setup

Preview
Other Auths.
Pre-Audit
Digital Signature

Amendment Preview Screen
Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Substantiating Records
Document History

Reference Information

Reference:	
Is this for Conference Attendance: Conference/Event Name:	No

Document Comments

Comments to the Approving Official:	None
-------------------------------------	------

Comments:

Expenses

Non-Mileage:

Date	Expense Type	Event Purpose	Actual Cost	Allowed Cost	Method Of Reimbursement
10/05/13	Parking - Local	Logistics Training	\$6.00	\$6.00	Personal
10/06/13	Parking - Local	Logistics Training	\$6.00	\$6.00	Personal
10/07/13	Parking - Local	Logistics Training	\$6.00	\$6.00	Personal
Total:				\$18.00	

Mileage:

Date	From Location	To Location	Expense Type	Event Purpose	Odometer Miles	One-Way Miles Cost	POC Rate	Net Cost
10/05/13	RES: Arlington, VA	Quantico, VA	Private Auto Mileage - Owner/Operator	Logistics Training	35.0	20	0.565	\$8.48
10/05/13	Quantico, VA	RES: Arlington, VA	Private Auto Mileage - Owner/Operator	Logistics Training	35.0	20	0.565	\$8.48
Total:								\$16.96

Accounting Summary

Accounting Code:	14 DEFAULT view
MILEAGE:	\$16.96
OTHER:	\$18.00
14 DEFAULT Sub Total:	\$34.96
Calculated Trip Cost:	\$34.96

Disbursing Summary

Total Prior Payments:	\$0.00
Balance Due US:	\$0.00
Net Distribution	
Personal(S):	\$34.96
Individual GOVCC(S):	\$0.00
Total(S):	\$34.96

Document Totals

MILEAGE:	\$16.96
OTHER:	\$18.00
Calculated Trip Cost:	\$34.96

Save And Proceed To Pre-Audit

Proceed to the following page:
Other Authorizations
Continue

Figure 5-20: Preview Trip Screen – Local Voucher

Chapter 6: Delegating Your Authority in DTS

Routing Officials at any level can delegate their signature authority to another individual during a prolonged absence. This ensures that your organization's travel documents will continue to be reviewed and approved without interruption.

The individual you delegate to perform your duties must meet all regulatory requirements, including appointment letters and training requirements, but do not need to be on your routing list.

6.1 How to Delegate Your Authority

To start the process of delegating your authority, follow the below steps:

1. Begin on the DTS Welcome page (Figure 6-1).

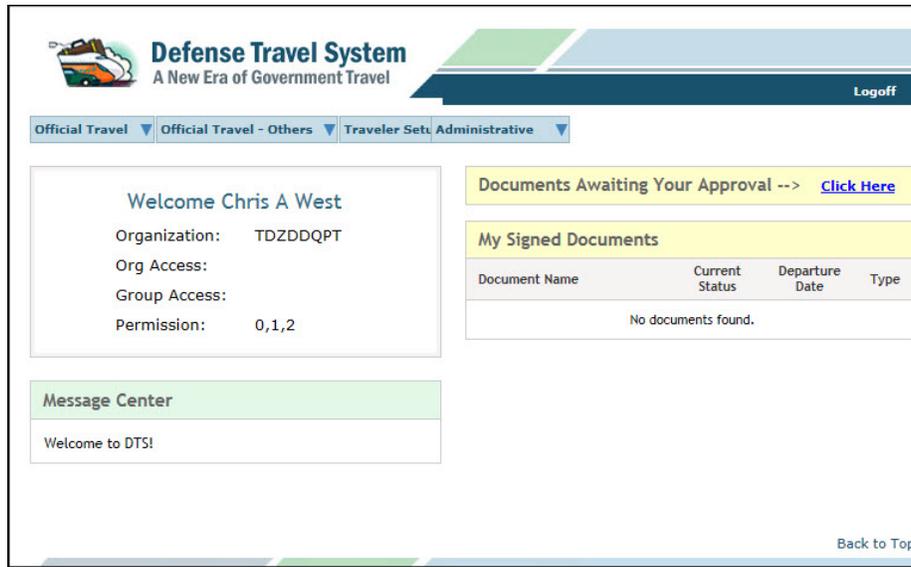


Figure 6-1: DTS Welcome Page

2. Mouse over **Traveler Setup** on the navigation bar, and select **Delegate Authority** on the drop-down list (Figure 6-2).

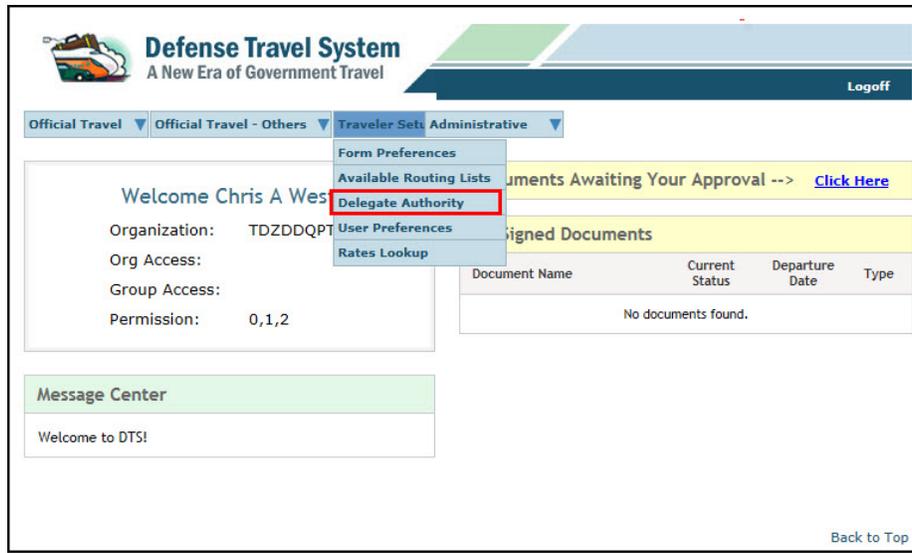


Figure 6-2: Delegate Authority Button

3. The **Delegate Authority** screen (Figure 6-3) displays the names that you can delegate your signature authority to.



Figure 6-3: Delegate Authority Screen

4. Choose **Select** next to the name of the person that you will be transferring your authority to.
5. The screen refreshes and on the right side the **Assign Authority** area (Figure 6-4) will show the individual's name and permission levels.

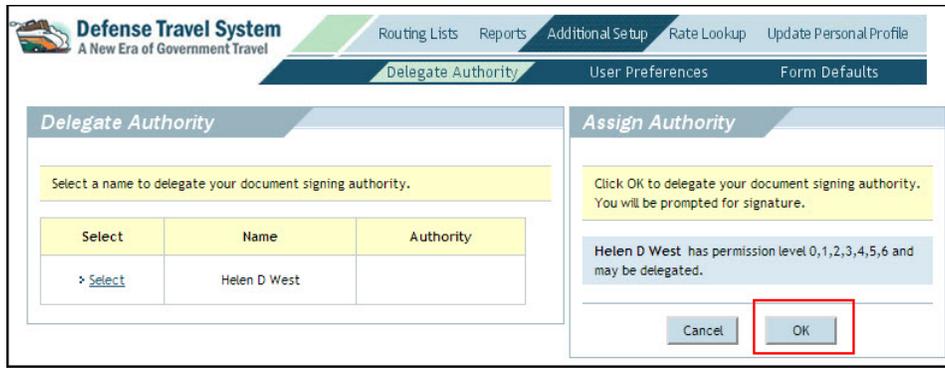


Figure 6-4: Assign Authority Screen

6. To confirm your decision, select **OK**.

You will need to confirm your identity by entering your PIN. This completes the process of delegating your signature authority. This individual is now able to review and approve travel documents for you.

6.2 Remove Delegated Authority

When you return to work, you will need to remove your signature authority. To remove it, follow the below steps:

1. Begin on the DTS Welcome page (Figure 6-1).
2. Mouse over **Traveler Setup** on the navigation bar, and select **Delegate Authority** on the drop-down list (Figure 6-2).
3. The **Delegate Authority** screen opens (Figure 6-5).

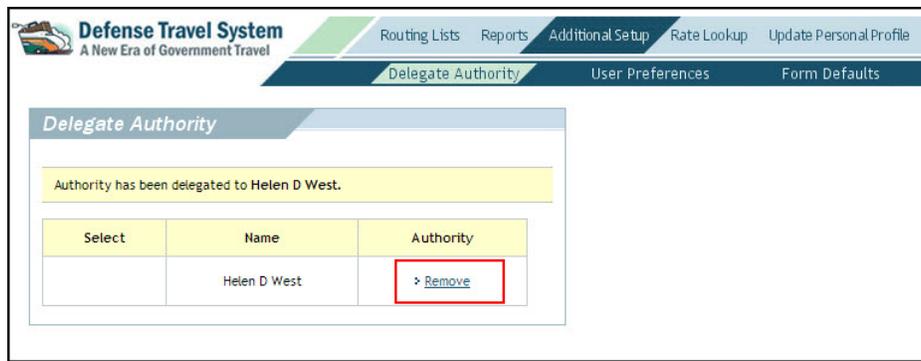


Figure 6-5: Delegate Authority Screen

4. Select the **Remove** link next to the person whom you had delegated authority. A pop-up will appear, you will need to confirm that you are removing approval authority (Figure 6-6).

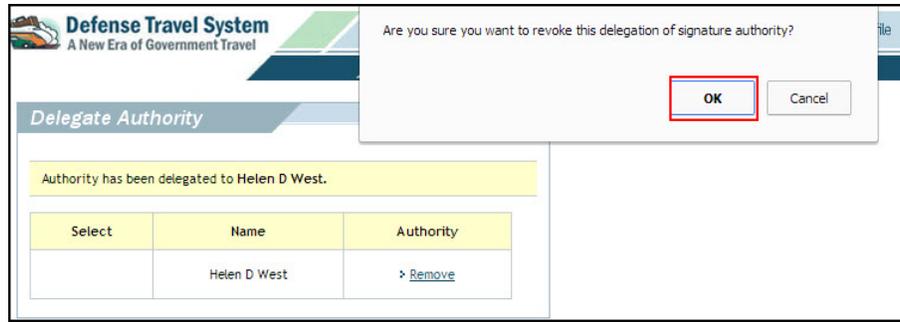


Figure 6-6: Pop-up to confirm revocation of delegated authority

5. Select **OK** to continue.

After you confirm the pop-up, the signature authority will return to you.

Chapter 7: Summary

As an Authorizing Official (AO), you are a steward of taxpayer money and are responsible for exercising great care when approving payments and reimbursement to travelers. You have pecuniary liability for any errors that you make, whether you commit them intentionally or not. The best way to protect you from being held liable is to be thorough, diligent, proactive, and honest when approving funds for travel authorizations and vouchers for payment.

Taking the appropriate training courses will help you to understand the approval process, pecuniary liability, and your rights as an AO. In addition, you should become familiar with other documents that establish the policies that affect your in this role and the resources that provide guidance and help you to protect yourself from pecuniary liability. Appendix D provides several resources to assist you. Finally, we recommend that you read the U. S. Treasury pamphlet titled *Now That You're a Certifying Officer*. This document is available on the U. S. Treasury website.

Appendix A: Frequently Asked Questions (FAQs)

Q. How much will I have to repay if I authorize a payment that is incorrect or improper?

A. Possibly the entire amount of the incorrect payment.

Q. What should I do if there are not enough funds available in the DTS budget?

A. Contact your Finance Defense Travel Administrator (FDTA) for guidance. They will either add funds to the DTS budget or advise you that you have to disapprove the travel due to lack of funds.

Q. Where can I find more information about policies?

A. See the Defense Travel Management Office (DTMO) website and Appendix D of this guide.

Q. What should I do if I am unsure about the legality of an expense?

A. Refer to the *Joint Travel Regulations*. If you do not find the answer in the regulations, refer to local business rules.

Q. Is my DD Form 577 still valid if the appointing authority who signed it is no longer in my organization?

A. Normally, it is still valid. The *DoD Financial Management Regulation, Volume 5, Chapter 33*, states that appointments made on a DD Form 577 “remain in force until terminated by reassignment or for cause”. The Defense Finance and Accounting Service (DFAS) has clarified that in this instance, “by reassignment” refers to the reassignment of the appointee, not that of the appointing authority.

Appendix B: Glossary

Accountable Official	A person responsible in the performance of their duties to provide the Certifying Officer with information, data, or services to support the payment certification process.
Authorizing Official	The official who has the authority to obligate funds to support mission-related TDY travel. The AO serves as a Certifying Officer when approving DTS documents that request payment. AOs must be appointed in writing and may be held financially liable for erroneous payments resulting from the negligent performance of their duties.
Business Travel	Business travel includes all standard travel to support mission requirements other than schoolhouse training, deployment, or unit travel by DoD military personnel and civilian employees. It also includes certain local travel, but not leave or evacuation.
Centrally Billed Account (CBA)	An account established between the Government and a GSA SmartPay contractor for the purchase of official transportation tickets.
Certification	The act of attesting to the legality, propriety, and correctness of a voucher for payment as stated in 31 U.S.C. 3528.
Certifying Officer	An official or representative, designated in writing, responsible for certification of travel vouchers for payment.
Commercial Travel Office (CTO)	A commercial activity providing a full range of commercial travel and ticketing services for official Government travelers. (Replaced in the JTR with "Travel Management Company (TMC)", although DTS still refers to the CTO).
Contiguous United States (CONUS)	The contiguous 48 states of the United States and the District of Columbia; does not include Alaska and Hawaii.
Defense Travel Administrator (DTA)	The person responsible for managing the administrative aspect of the travel process on an organizational level. For more information, see Finance, Lead, and Organization DTA.
Defense Travel System (DTS)	A system that contains travel authorizations and vouchers. It records and coordinates the travel documents through creation, pre-audit verification, approval, payment, and archive.

Appendix B: Glossary (cont'd)

Digital Signature	The electronic analogue of a written signature. A digital signature can be used to prove to the recipient or a third party that a document or message was, in fact, signed by an individual.
Disbursing	The act of paying public funds to entities to whom the Government is indebted; the safeguarding of public funds; and the documenting and reporting of these transactions.
Disbursing Office	An activity or that organizational unit of an activity whose principal function consists of the disbursement and collection of official funds for the Government.
Document	A business record in hard copy or electronic form. In DTS, it refers to an authorization, group authorization, voucher, or local voucher.
Erroneous payment	A fiscal irregularity resulting from processed payments that do not comply with laws and regulations. Can be an overpayment of an underpayment.
Finance DTA (FDTA)	An individual who works with budgets, resource management, accounting, and finance. The FDTA manages and supports the financial aspects of DTS at the organizational and/or installation level.
Government Travel Charge Card	A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the Government (CBA) or individual (IBA).
Joint Travel Regulations (JTR)	The regulation that prescribes travel and transportation allowance authorized for DoD employees.
Legal, proper and correct	A payment is not prohibited by law; is for goods or services that were provided; and is represented accurately in every way (amount, date, payee, etc.).

Appendix B: Glossary (cont'd)

Line of Accounting (LOA)	A data entity representing a DoD account that is used to fund official travel (i.e., transportation, per diem, meals, and incidental expenses).
Pecuniary Liability	Personal financial liability for fiscal irregularities of COs and AOs as an incentive to protect the Government against errors and theft.
Pre-Audit Flag	Notification that some aspect of the travel document is not in compliance with regulations or exceeds DoD-established cost thresholds. DTS displays these items on the Preaudit Trip screen.
Split Disbursement	DoD-mandated payment option whereby the traveler must designate that a specified amount of their claim settlement be sent directly to the SmartPay travel card contractor to pay off their account. The remainder of the settlement is sent electronically to their personal account.
Temporary Duty (TDY)	Official travel to one or more places away from a Permanent Duty Station (PDS), to which the traveler is authorized to travel.
Travel Management Company (TMC)	A commercial activity providing a full range of commercial travel and ticketing services for official Government travelers. DTS still refers to the TMC as the CTO (see "CTO" above).
Voucher	A document that is certified by a CO and is the basis on which a disbursing office makes a payment.

Appendix C: Document Checklists

The below checklists are provided to assist you while reviewing travel documents for accuracy and completeness. This appendix contains three checklists. Consult your local business rules (if available) for additional required verifications.

The reports required by the Improper Payment Elimination and Recovery Act identify key concepts that AOs should pay particular attention to are marked with the key icon in the following checklists.

C.1 Authorization Checklist

Table C.1: Authorization checklist

Authorization Checklist	
Preview Trip screen	
Select Substantiating Records to review any documents that are attached to the authorization.	
If the traveler is requesting to use a mode of transportation that is different from the local/DoD policy, review the constructed travel worksheet, if one is attached.	
For single-destination TDYs, when using a POC (auto or motorcycle) to travel within 800 miles round-trip (400 miles one-way) of the PDS, a cost comparison is not required.	
Other Trip Information	
Itinerary	Ensure trip dates are correct.
Trip Type	Ensure the trip type is correct. Most travelers select AA-Routine TDY/TAD .
Trip Purpose	Ensure the trip purpose is correct per local policy.
Trip Description	If used, ensure the comments in the text box are sufficient. This is optional.
Conference/Event Name	Ensure the field indicates the name of the conference the traveler is attending. If not attending a conference, "Not Applicable" appears.
Overall Starting Point	
Time Zone	Verify the time zone where the travel will begin.
Itinerary	Verify the Leave From location where the trip will begin.
	Confirm the Departure (Leave) date.
My TDY location is – (Where I will be working)	
Location 1/2/etc.:	Verify that the traveler chose the correct TDY location (e.g., if going TDY to a military installation, that the traveler chose the military installation and not the city the installation is located in.

Authorization Checklist (cont'd)	
Travel	
Air Travel	If air travel is used, verify that a City Pair flight is selected.
	DoD policy requires primary consideration for “contract city pair airfares (and other airfares limited to official Government business), although it allows travelers to use a restricted airfare when the cost savings outweighs any risk of trip cancellation or itinerary changes”.
	If restricted airfare was used, fill out the restricted airfare checklist and attach it to the travel document.
Rental Car	If a rental car is indicated, verify that the least expensive compact car is selected. If it is not, verify the justification on the Pre-Audit screen.
Lodging	Ensure that the lodging selection is in accordance with DoD regulations (e.g., DoD Lodging, Preferred Lodging, FedRooms, FEMA approved).
	If commercial lodging is being used, verify that the lodging rate is at or below the published per diem rate. If the rate is higher than the published per diem rate, the traveler must pay for the difference unless actual lodging is authorized.
	If the traveler is going TDY to a military installation, ensure the traveler has reservations for DoD Lodging or has received a Non-Availability Number (indicating DoD Lodging was not available), or is exempt from DoD Lodging use.
Overall End Point	
Time Zone	Confirm the time zone where the travel will end.
Itinerary	Verify the Leave From location is where the return trip back to the PDS will begin.
Air Travel	If air travel is indicated, verify that a City Pair flight is selected.
Expenses	
Non-Mileage	Verify that every estimated non-mileage expense is legal, proper, and correct, and not duplicated in any other part of the authorization.
Mileage	Verify that each estimated mileage expense is legal, proper and correct, and not duplicated in any other part of the authorization.
Per Diem Entitlements	
Lodging M&IE	Verify that the meal rate is correct for each day.
	Verify that if leave was requested or meals will be provided, per diem allowances reflect adjusted amounts.
	Ensure that the lodging cost is in accordance with DoD regulations.
	Verify that if an overnight flight will be used, per diem allowances were correctly adjusted.
	Verify that any crossed IDL travel is correctly reflected.

Authorization Checklist (cont'd)	
Accounting Summary	
Accounting Code	Verify the correct line of accounting (LOA) is selected.
Baseline Trip	If a link to the constructed travel worksheet displays and a cost comparison is required, view the worksheet. Determine whether to reimburse the traveler for the full cost of transportation or limit the traveler's transportation reimbursement to the constructed transportation cost.
Document Totals	
Actual/Estimate	The costs shown under this column provide an estimate for the trip.
Baseline Trip	If a link to the constructed travel worksheet displays and a cost comparison is required, view the worksheet. Determine whether to reimburse the traveler for the full cost of transportation or limit the traveler's transportation reimbursement to the constructed transportation cost.
Advances and Scheduled Partial Payments Summary	
Partial Payments	Ensure the trip exceeds 45 days and that the estimated trip expenses are legal and proper.
Advances	Ensure the traveler is eligible to receive advances, and what percentage is authorized.
Other Authorizations screen	
Ensure the "Other Authorization" is needed and that comments are complete and correct per local policy.	
If the traveler has chosen an item from "Other Authorizations", and has added remarks, review the remarks.	
Check that the traveler's comments for system added "Other Authorizations" are complete and correct per local policy.	
Pre-Audit Trip screen	
Verify the traveler's justification for each flagged item is sufficient.	
Digital Signature screen	
Apply the appropriate stamp that is defined by the routing list and indicated in the Awaiting Status field.	
Select one of the allowed alternative (e.g., RETURNED) to apply the status stamp and your digital signature.	
Add any required information in the Additional Remarks field.	

C.2 Voucher Checklist

Table C.2: Voucher Checklist

Voucher Checklist	
Preview Trip Screen	
Substantiating Records	Ensure trip dates are correct
	Select Substantiating Records to verify required documents: <ul style="list-style-type: none"> ➤ Receipts for all lodging expenses (unless flat rate per diem is authorized).  ➤ Receipts for any expense \$75 or more.  ➤ Any other document required to support reimbursement claims. 
	Review receipts to ensure: <ul style="list-style-type: none"> ➤ They are legible. ➤ They match the amount claimed on the voucher.
Document Comments	Review all comments in the top sections of the screen.
Other Trip Information	
Trip Type	Ensure the trip type is correct. Most travelers select AA-Routine TDY/TAD .
Trip Purpose	Ensure the trip purpose is correct per local policy.
Trip Description	If used, ensure the comments in the text box are sufficient. This is optional.
Conference/Event Name	If the voucher has Conference Attendance selected as the Trip Purpose but the Conference/Event Name is Not Applicable or Other , update the document to indicate the Conference/Event Name or return it to the traveler for correction.
Overall Starting Point	
Time Zone	Confirm the time zone where the travel started.
Itinerary	Confirm the location and the date the travel began.

Voucher Checklist (cont'd)		
Location 1		
Itinerary		
Leave From		Confirm the location the return trip began.
TDY/TAD Location		Confirm the location the TDY was performed.
Arrive		Confirm the date traveler arrived to begin TDY.
Leave		Confirm the date traveler left the TDY location to return to home/PDS.
Overall End Point		
Itinerary		
Leave From		Confirm the location the traveler left.
Return Location		Confirm the location the traveler returned to.
Arrive		Confirm the date the traveler arrived at home/PDS.
Expenses		
Non-Mileage		Verify that expenses reflect the actual expense amount.
		Verify that the currency conversion rate is provided and correct for all purchases of foreign currency (not required for Government Travel Charge Card [GTCC] purchases).
		Verify that all claimed expenses are travel related.
		Verify that taxes for CONUS and non-foreign OCONUS lodging were claimed appropriately (check lodging receipts).
		Verify that every claimed non mileage expense is legal, proper, and correct, and is not duplicated in this or any other part of the voucher.
		Verify that the traveler used their GTCC whenever possible for reimbursable expenses.
Mileage		Verify that each claimed mileage expense is legal, proper and correct, and not duplicated in any other part of the voucher.
Per Diem Entitlements		
Verify that per diem was not paid on leave days.		
Verify that any meals that were provided (e.g., as part of a registration fee) or available (e.g., at a Government dining facility) are properly accounted for using the appropriate meal rate.		

Voucher Checklist (cont'd)	
Per Diem Entitlements (cont'd)	
Verify that excess travel days were taken as leave.	
If the lodging rate exceeds the locality rate, verify that the traveler is paying the difference unless actual lodging is authorized. 	
If overnight flights were used, verify that per diem allowances were correctly adjusted.	
If a traveler was TDY to a military installation, verify that DoD Lodging was used, a Non-Availability Number is provided, or the traveler is exempt from DoD Lodging use.	
Lodging	
Verify that all amounts claimed match receipts. 	
Verify that the lodging amount claimed does not include non-reimbursable items (e.g. mini bar items, movies).	
Verify that separately reimbursable items are entered as non-mileage expenses (e.g., room tax, internet fees).	
Verify that lodging was not claimed twice (automatically by DTS and entered as a non-mileage expense) . 	
Verify that the lodging selection is in accordance with DoD regulations (e.g. DoD Lodging, Preferred Lodging, FedRooms, FEMA approved).	
Accounting Summary	
Accounting Code	Verify that the correct line of account (LOA) is selected.
Disbursing Summary	
Net Distribution	If this is a negative amount, notify the traveler that they owe the Government this amount. 
Document Totals	
Review all sections for accuracy	
Advances	Ensure the traveler is eligible to receive advances, and what percentage is authorized. 
Scheduled Partial Payments	Ensure the trip exceeds 45 days and that the estimated trip expenses are legal and proper. 
Pre-Audit Trip	
Verify that the traveler sufficiently justified each flagged item.	
Review the constructed travel worksheet (if applicable) if you have not already done so.	
Digital Signature Screen	
Verify that any important information for the traveler is entered in the Additional Remarks field.	

C.3 Local Voucher Checklist

Table C-3: Local Voucher Checklist

Local Voucher Checklist		
Review Items		
		Verify that sufficient funds are available
		Verify that all locally mandated procedures have been followed
Preview Trip Screen		
		Review all comments in the top section of the screen
Expenses		
		Verify that the traveler used their GTCC for reimbursable expenses
Non-Mileage Expenses		If a rental car expense and a privately-owned vehicle (POV) mileage expense are claimed, make sure that both are valid
		Verify that every claimed non-mileage expense is legal, proper, and correct, and not duplicated elsewhere in this local voucher 
		Verify that claimed expenses are travel related
Mileage Expenses		If POC travel was used, verify that regular commuting mileage or costs have been entered correctly
		Verify that every claimed mileage expense is legal, proper, and correct and not duplicated in this local voucher 
Accounting Summary		
Accounting Code		Verify that the correct LOA has been applied to the document
Disbursing Summary		
Net Distribution		If this is a negative amount, notify the traveler that they owe the Government this amount
Document Totals		
		Review all sections for accuracy
Pre-Audit Trip Screen		
		Verify that the traveler sufficiently justified each flagged item
Digital Signature Screen		
		Verify that any important information for the traveler is entered in the Additional Remarks field

Appendix D: Additional Resources

Department of Defense Financial Management Regulation (DoDFMR), Volume 9, Chapter 2: “Defense Travel System (DTS)”

http://comptroller.defense.gov/Portals/45/documents/fmr/current/09/Volume_09.pdf

DoDFMR, Volume 5, Appendix E: “Responsible Offices for Claims, Advance Decisions, Requests for Relief of Liability, and Waivers of Erroneous Payments”

http://comptroller.defense.gov/Portals/45/documents/fmr/archive/05arch/05_appendix_e_Mar09.pdf

DoDFMR, Volume 5, Chapter 33: Certifying Officers, Departmental Accountable Officials, and Reviewing Officials” http://comptroller.defense.gov/Portals/45/documents/fmr/archive/05arch/05_33_Apr05.pdf

DTS Document Processing Manual, Chapter 6: Route and Review

http://www.defensetravel.dod.mil/Docs/Training/DP_6.pdf

Joint Travel Regulation (JTR) <http://www.defensetravel.dod.mil/site/travelreg.cfm>

Public Law 104-106, 1996, “Certifying Officer Legislation”

“Travel Policy and Regulations”, DTMO website <http://www.defensetravel.dod.mil/site/travelreg.cfm>