Local Voucher Checklist

Substantiating Records (select button)
- All required receipts (i.e., for expenses of $75 or more) are attached, legible, match the amount of the claim, fall within official travel dates, and support official travel.
- All other required documents are attached, are legible, and support official travel.

Expenses
- Non-Mileage
  - All claimed non-mileage expenses are legal, proper, and correct; support official travel; and are not duplicated in any part of the voucher (e.g., a rental car reserved in DTS does not also appear as a non-mileage expense).
  - The traveler used a GTCC whenever possible to pay for reimbursable expenses.
  - For expenses paid in a foreign currency, the claim is converted to dollars and the currency conversion rate is provided and correct (does not apply to purchases by GTCC).

- Mileage
  - All mileage expenses are legal, proper, and correct, and are not duplicated elsewhere in the local voucher.
  - The traveler used DTOD for en route mileage claims (From and To locations are listed), and reasonable odometer mileage to official locations for in-and-around mileage claims.
  - If POV was used, the daily commute mileage or cost was subtracted.

Accounting Summary
- Every needed LOA is displayed, and every displayed LOA is needed. If multiple LOAs are displayed, costs are correctly distributed between them.
- If you limited the traveler’s transportation reimbursement (constructed travel), the Calculated Trip Cost in the Allowed column accurately reflects the traveler’s reimbursement limitation.

Disbursing Summary
- If this is a negative amount, you have notified the traveler of the debt.

Pre-Audit Trip Screen
- All justifications are sufficient, in your opinion and per local policy. When required, all reason codes are present and are acceptable.
- No advisory notice identifies a potential improper payment (e.g., traveler’s document reflects rental car use, but did not enter a gas expenses for it).

Digital Signature
- The appropriate status stamp is displayed – either your default stamp (APPROVED for AOs) OR an allowable alternative (e.g., RETURNED).
- All required information is in the Additional Remarks field.

January 04, 2019


The Authorizing Official (AO) determines when TDY travel is necessary, authorizes travel, obligates travel funds, approves trip arrangements, and authorizes travel expenses that are mission-related and incurred IAW the Joint Travel Regulations (JTR).

AOs should be familiar with the Improper Payments Elimination and Recovery Act (2010) and DoDIG report 2016-127, which identify key concepts for ensuring proper payments and preventing GTCC misuse.

Per the JTR, AO responsibilities include:
- When reviewing the cost estimate on the authorization, you must determine if the budget can support the trip.
- You may authorize non-standard travel arrangements (e.g., restricted airfares, non-uses of directed lodging) if the traveler’s mission requires them, provided they adhere to all laws, regulations, policies, and contracts.
- Your local or Component DTS rules should contain information on policies relating to transportation and travel arrangements.
- Make sure the traveler has access to an individually billed or centrally billed Government Travel Charge Card (GTCC).
- Use good judgment in obligating unit funds, and ensure the traveler receives the correct reimbursement per the JTR.

We recommend AOs use this checklist when reviewing travel documents for accuracy and completeness. Except where indicated, it presents information in the order shown on the Review Trip Authorization or Review Trip Voucher screen — or the Preview Trip screen for Local Vouchers.
Authorization and Voucher Checklist

Trip Details
- Trip type is correct (most is AA-Routine TDY).
- Trip purpose and description is correct.
- Trip dates are correct.
- The Conference/Event Name indicates the name of a conference or “Not Applicable”.
- If used, the Reference and Comments to the AO are sufficient.

Trip Start, TDY Locations, and Trip End
- All official locations are correct (e.g., if duty is at a base, location isn’t a city).
- All arriving and departing dates are correct.
- If air travel or train is used:
  - Travel schedules are reasonable and support the trip (e.g., no extra travel time without leave indicated, no unauthorized circuitous travel).
  - Only authorized options are used (e.g., no unauthorized premium class seating, flights are City Pairs OR are properly justified on the Other Auths and Pre Audits screen).
- If a rental car is used:
  - Pick-up and drop-off locations, dates, and times are reasonable and support the trip (e.g., required for daily transportation at the TDY location).
  - The car is the least expensive compact car, OR is properly justified on the Other Auths and Pre Audit screen.
- If lodging is used:
  - Hotel check-in and check-out dates and times are reasonable and support the trip (e.g., no unauthorized days without leave indicated).
  - No exempted tax types are claimed if travel is to a tax-exempt state.
  - One of the following applies:
    - The traveler used the required lodging type.
    - The traveler provided a non-availability number for DoD lodging.
    - The traveler adequately justified non-use of the required lodging type.
    - You approved actual lodging.
    - DTS correctly limited their lodging reimbursement.

- One of the following applies:
  - The lodging rate is at or below the locality per diem rate.
  - You authorized actual lodging.
  - The traveler will pay the extra cost.


Reservation Expenses and Other Expenses
- All reimbursable expenses are legal, proper, and correct, and not duplicated in any part of the document.
- All mileage allowances are legal, proper, and correct, and not duplicated elsewhere in the authorization. The traveler used the DTOD for en route mileage, and reasonable odometer mileage to official locations for in-and-around mileage.

***Require Special Focus on Voucher***
- All required receipts (i.e., expenses of $75+ and all lodging) are attached, legible, match the claimed amount, fall within official travel dates (except authorized early expenses like restricted airfare), and support official travel.
- Traveler paid for trip expenses with GTCC whenever possible.
- The currency conversion rate is provided and correct for all purchases using foreign currency (does not apply to GTCC expenses).
- All claims are travel-related.
- Lodging taxes are claimed correctly (i.e., non-foreign OCONUS is included in hotel cost, all others are claimed separately).
- The lodging claim is properly divided between lodging allowance and reimbursable expenses, and does not include non-reimbursable expenses (e.g., mini bar).

Substantiating Documents
- If a Constructed Travel Worksheet is required, it is attached, legible, and correctly filled out.
- All other required documents (e.g., restricted airfare checklist) are attached and legible.

Per Diem
- Each day reflects the appropriate allowances. If duty conditions require changes to the standard allowances (e.g., leave, field duty, provided meals, cross IDL-travel), each day reflects the correct, adjusted amounts.

Accounting
- Every needed LOA is displayed, and every displayed LOA is needed. If multiple LOAs are displayed, costs are correctly distributed between them.
- If you limited the traveler’s transportation reimbursement (constructed travel), the Allowed column accurately reflects the traveler’s reimbursement limitation.
- If the traveler requested partial payments, trip expenses are correctly divided into 30-day increments and the LOA is correct.
- If the traveler requested an advance, the LOA is correct.

Review Financial Summary Screen
- If Balance Due US is not $0.00, traveler has been notified of the debt.
- Confirm split disbursement amounts are reasonable and reflect an attempt to fully pay off the traveler’s GTCC account.

Other Auths and Pre-Audits Screen
- All displayed Other Authorizations are necessary and all necessary Other Authorizations are displayed.
- Remarks for all displayed Other Authorizations are sufficient, per local policy.
- All justifications are sufficient, in your opinion and per local policy. When required, all reason codes are present and are acceptable.
- No advisory notice identifies a potential improper payment (e.g., traveler’s document reflects rental car use, but did not enter a gas expenses for it).

Digital Signature Screen
- The appropriate status stamp is displayed – either your default stamp (APPROVED for AOs) OR an allowable alternative (e.g., RETURNED).
- All required information is in the Additional Comments field.
3 Remove Delegated Authority

When you return to work, be sure to remove your delegated authority as soon as possible.

1. On the DTS Dashboard, Select Administration > Delegate Authority. The Delegate Authority screen opens.

2. Select Remove Authority. A pop-up appears, asking you to confirm that you want to stop delegating your approval authority to that person.

3. Select Remove Authority to stop delegating your signature authority.

Note: AOs who work in DTS must be appointed as Certifying Officers in accordance with DoD FMR, Volume 5, Chapter 5.

4 Fund Availability

Organizations must enter annual or quarterly targets into the Budget Tool before travel begins. DTS uses the Budget Tool to track travel funds. When you try to approve a travel document, if insufficient funds remain in the budget to support the trip, the system will not let you approve the travel document. If funds are available, a DTA with permission level 3 may add funds to the budget.

5 Additional Responsibilities and Helpful Tips

Additional AO responsibilities:
- Only authorize travel that is mission-related and payments that are legal, proper, and correct.
- Approve all amendments initiated by a CBA Specialist initiated to aid in CBA reconciliation.
- When a traveler requests a restricted airfare, complete the proper approval form and attach it to the authorization (if required).
- Process all requests for premium class travel outside DTS IAW Component directives. If approved, ensure a copy of the premium class approval is attached to the travel document as a substantiating record.

Note: As an AO, you may be held pecuniarily liable for erroneous payments resulting from the negligent performance of your duties.

Helpful Tips
- You can view a traveler’s GTCC charges through a link on the Expenses module of a voucher or local voucher.
- See your organization’s local business rules for complete guidance regarding local travel.

6 Review and Approve DTS Travel Documents

January 04, 2019

This trifold will assist Routing Officials who review and approve travel documents in the Defense Travel System (DTS).

The review and approval process begins when a DTS authorization, voucher, or local voucher routes to you for review or approval. DTS emails you to let you know a new travel document in your queue.

The Joint Travel Regulations (JTR) specifically identify what you can approve, and do so with the full force of the law behind them. You can access the JTR at: https://www.defensetravel.dod.mil/site/travelreg.cfm

1 Review and Approve Travel Documents

1. On the DTS Dashboard, select Trips Awaiting Action. The Trips Awaiting Action screen opens showing a card for each document.

2. Select the button in the lower right corner of the card for the document you want to review. The Review Trip screen opens.
3. Carefully review the entire contents of the Review Trip screen. Where necessary:
   a. Select Go to <module> links to see information that is not listed on this screen.
   b. Select attached documents (e.g., receipts) to view them. Note: Vouchers must include receipts for all lodging and any individual expenses of $75.00 or more.
   Note: The AO Checklist contains lists of specific things you need to look out for.

4. Select Other Auths and Pre-Audits on the Progress Bar to view the travel document’s Other Authorizations, Pre Audit Flags, and Advisories. Note: Other Authorizations require Comments, while Pre-Audits require Justifications and sometimes Reason Codes.

5. Select Sign and Submit on the Progress Bar. The Digital Signature screen opens.

6. Ensure your default stamp (e.g., APPROVED for AOs) appears in the Document Status field. Note: If the travel document contains any errors, the best practice is to select RETURNED so the traveler can fix them.


8. Select Confirm and Continue. You’ll receive confirmation that the document was processed or notification that it was not (along with the reason why).

2 Delegate Signature Authority

You can delegate your signature authority to another Routing Official when you are away from the office (local business rules permitting). This ensures that someone reviews or approves travel documents while you are away.

The person delegated to perform your duties must meet all requirements (e.g., permission levels, appointment letters, training) for the role, but they do not need to be on the routing list.

When you delegate your signature authority, DTS routes the travel document to you and the person to whom you delegated authority.

To delegate your Signature Authority:

1. On the DTS Dashboard, select Administration > Delegate Authority. The Delegate Authority screen opens.

2. Choose the Name of the person you want to delegate your signature authority to.

3. Select Delegate Authority to confirm your decision.