

Trip Cost in the **Allowed** column accurately reflects the traveler's reimbursement.



Trip Details

- Document Name is correct.
- Local Voucher dates are correct.
- Attending a **Conference/Event**. If yes, Conference or Event is identified.
- Reference Number (*optional*)
- Comments to the AO (*optional*)

Expenses - Non-Mileage

- All claimed non-mileage expenses are accurate, authorized, allowable; 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 to pay for official reimbursable expenses, unless exempt under the GTCC regulations.
- 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).

Expenses - Mileage

- All mileage expenses are accurate, authorized, allowable, 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.

Substantiating Documents

- 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.

Accounting

- The correct LOA is added. If multiple LOAs are displayed, costs are correctly distributed between them.
- If the traveler's transportation reimbursement (constructed travel) is limited, the **Calculated**

Review Financial Summary Screen

- Expense Summary** is correct.
- Credit Summary** is correct. If this is a negative amount, notify the traveler of the debt.
- Entitlement Summary** displays the GTCC and Personal amounts. Confirm split disbursement amounts are reasonable and reflect an attempt to pay the balance of the GTCC.

Pre-Audit Trip Screen

- All justifications are sufficient, to meet compliance 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 a rental car, but there is no gas expense claimed).

Digital Signature Screen

- The proper 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.

Top reasons for improper payments include:

- Airfare - Paid with invalid or no receipt
- Airfare - Not paid or paid incorrectly
- Lodging - Paid with invalid or no receipt
- Lodging - Not paid or paid incorrectly
- Lodging Tax (CONUS) - Not paid or paid Incorrectly
- Rental Car - Paid with invalid or no receipt
- Rental Car - Unauthorized expense
- Meals - Incorrect rate paid
- T-ENTERED (NDEA) - No signed DD 1351-2 or SF 1164 attached or an incorrect format
- Incomplete voucher - data missing or incorrect
- Local travel - Not payable or paid incorrectly
- Duplicate expense within a voucher
- Duplicate voucher

Authorizing Official Checklist

October 01, 2021

The Authorizing Official (AO) determines whether travel is necessary and appropriate to the mission, ensures that all expenses claimed by the traveler are valid, and authorizes or approves the valid expenses 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. Also, you should understand the common improper payment failures, per the DFAS Post Payment Review (PPR)* and seek to minimize non-compliance.**

For more information on approving travel documents, see the [AO Desktop Guide](#)

Per the JTR, AO responsibilities include:

- Reviewing the cost estimate on the authorization, to determine if the budget can support the trip.
- Determining if the traveler's mission requires you to authorize non-standard travel arrangements (e.g., restricted airfares, non-uses of directed lodging) provided they adhere to all laws, regulations, policies, and contracts.
- Following your local or Component DTS rules on policies relating to transportation and travel arrangements.
- Verifying transportation arrangements are made with an individually billed or centrally billed Government Travel Charge Card (GTCC).
- Using good judgment in obligating unit funds, and only approving expenses and allowances necessary for the mission, 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, Voucher, and Local Voucher** screens.

1 Authorization & Voucher Checklist

Trip Details

- Trip type is correct (most common is **Temporary Duty Travel - Routine**).
- Trip purpose and description are 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 entered isn't a city).
- All arriving and departing dates are correct.

If air 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.

- 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, in excess of the maximum allowable nightly lodging rate.
 - DTS correctly limited their lodging reimbursement, if ILP rules apply. See the [DoD ILP Guide](#) for more on lodging rules.

Reservation Expenses and Other Expenses

- All reimbursable expenses are accurate, authorized, allowable and not duplicated in any part of the document.
- All mileage allowances are accurate, authorized, allowable, and not duplicated elsewhere in the document. The traveler used the DTOD for en route mileage, and reasonable odometer mileage to official locations for in-and-around mileage.

Requires Special Focus on Voucher

- All required receipts (i.e., expenses of \$75.00+ 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 all official trip expenses with GTCC unless a GTCC exception applies.
- The currency conversion rate is provided and correct for all purchases using foreign currency (does not apply to GTCC expenses).
- All claims are necessary for official travel.
- 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
- Verify estimates are removed from voucher and only valid expenses are claimed.

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.
- If the voucher is T-Entered, a signed DD 1351-2 by the traveler is attached.

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

- The correct LOA is added. If multiple LOAs are displayed, costs are correctly distributed between them.
- If you limited the traveler's transportation reimbursement (constructed travel), the **Allowed** column must accurately reflect 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 pay the balance of the traveler's GTCC account.

Other Auths and Pre Audits Screen

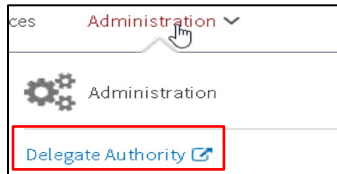
- All displayed **Other Authorizations** are necessary and all essential **Other Authorizations** are recorded.
- Comments under **Other Authorizations** are sufficient, per local policy.
- All justifications are sufficient, to meet compliance and per local policy. When required, all reason codes are present and are acceptable.
- No advisory notice identifies a potential improper payment (e.g., traveler's document reflects a rental car, but there is no gas expense claimed).

Digital Signature Screen

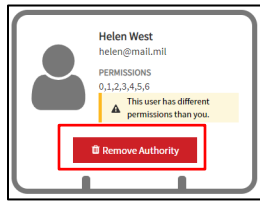
- The valid status stamp is displayed – either your default stamp (**APPROVED** for AOs) OR an allowable alternative (e.g., **RETURNED**).
- All required information is in the **Additional Comments** field.

Remove Delegated Authority

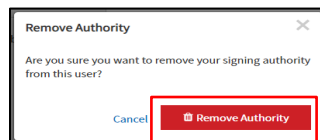
When you return to work, be sure to remove your delegated authority as soon as possible.



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.

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 money to the budget.


Additional Responsibilities & Helpful Tips

Additional AO responsibilities:

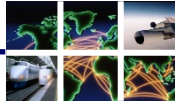
- Only authorize travel that is necessary for the mission and payments that are accurate, authorized, and allowable.
- Approve all amendments initiated by a CBA Specialist for CBA reconciliation.
- When a traveler requests a restricted airfare, complete the proper approval form and attach it to the authorization (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.
- Ensure leave days are properly reflected in document (when leave is approved) to reduce overpayment risk.
- Verify long term travel (e.g., 45 days and greater) documents contain SPPs to lesson GTCC delinquencies.

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

Helpful Tips:

- Under **Trips Awaiting Action**, you can use the  download icon to generate a report for documents requiring action. You can save **My TAA Queue** list to your pc.
- See your organization's local business rules for complete guidance regarding all document types (authorizations, vouchers, and local travel).

This document is maintained on the DTMO website at <https://www.defensetravel.dod.mil>. Printed copies may be obsolete.



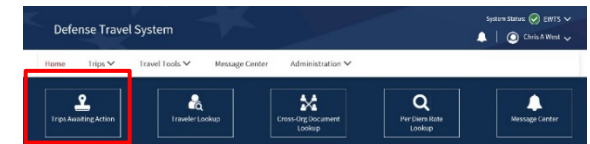
Review and Approve Travel Documents

October 01, 2021

The review and approval process begins when a DTS authorization, voucher, or local voucher routes to you for review or approval. DTS emails you when a new travel document is in your queue. This trifold will assist Routing Officials who review and approve travel documents in the Defense Travel System (DTS).

The [Joint Travel Regulations \(JTR\)](#) specifically identify what you can approve, and do so with the full force of the law behind them.

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. **Note:** You can select the **Sort By** menu to manage the document listing.



2. Select the button in the lower right corner of the card for the document you want to review. The **Review Trip** screen opens.



Review Trip Details

- Carefully review the entire contents of the **Review Trip** screen. Where necessary:
 - Select **Go to <module>** links to see information that is not listed on this screen.
 - Be sure to access the **Enter Expenses** screen, and carefully verify the entered expenses.
 - For each expense, select **Details** link to view **Info, Notes**, and any attached documents (e.g., receipts, CTW). **Note:** You can individually view attachments or to view all files use the **Download all attachments** icon.

Note: For vouchers, select the **View GTCC Transactions** icon to see charges to the traveler's IBA.

Note: Vouchers must include receipts for all lodging and any individual expenses of \$75.00 or more.

Note: Expenses claimed must matched attached receipts.

Note: DTS requires an attached DD1351-2 for T-Entered vouchers. DTS prohibits signing and approving when T-Entered vouchers are missing the required documentation. The missing receipt or DD 1351-2 data appears as an audit fail on the **Digital Signature** page.

Note: The **AO Checklist** contains specific requirements you need to look out for when approving trips.



Review Other Auths & PreAudits

- Select **Other Auths and Pre-Audits** on the **Progress Bar**.
- Carefully 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**.



Sign and Submit

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

DOCUMENT STATUS *

APPROVED

- 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. Be aware, DTS requires you to enter a comment, when you return a trip.

Submit Completed Document

- Select **Submit Completed Document**. The **Confirm Submission** statement appears.

Confirm and Continue

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

The trip authorization was successfully stamped: APPROVED

Sorry.

We could not process your document for the following reasons:

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:

Administration

Administration

Delegate Authority

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

Delegate Authority

Designate a temporary replacement for your DTS approval duties while you are out of the office.

Name

Select a User

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

Helen West
helen@mail.mil

PERMISSIONS
0,1,2,3,4,5,6

This user has different permissions than you.

Cancel

Delegate Authority

- Select **Delegate Authority** to confirm your decision.