### Local Voucher Checklist

#### Review Items
- Verify sufficient funds are available
- Verify all locally mandated procedures have been followed.

#### Substantiating Records
- Verify required receipts are attached for any expense of $75 or more.
- Verify any other required document are attached to support claimed reimbursements.

Review receipts to make sure they:
- Are legible.
- Match amount claimed for reimbursement.
- Are for official travel dates.
- Pertain to goods or services purchased in support official travel.

#### Expenses

**Non-Mileage**
- Verify GTCC use for reimbursable expenses.
- If a rental car expense and POV mileage are claimed, make sure they are valid.
- Verify claimed non-mileage expenses are legal, proper, and correct, and are not duplicated elsewhere.

**Mileage**
- Verify claimed mileage expenses are legal, proper, and correct, and are not duplicated elsewhere in the local voucher.
- Verify no claim includes non-reimbursable mileage such as trips to restaurants or personal errands.

#### Pre-Audit Trip
- Review justifications for all flagged items.
- Review any advisory notices and take appropriate action as necessary.

#### Digital Signature
- Apply the appropriate stamp.

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**Per Diem Entitlements**
- Verify excess travel days were entered as leave.
- Verify per diem was not paid on leave days.
- Verify provided or available meals are accounted for using the appropriate meal rate.
- If the lodging rate exceeds the locality rate, authorize actual lodging as appropriate.
- Verify the traveler used the required lodging type, if applicable (e.g., a uniformed traveler TDY to a U.S. installation must use Gov’t quarters or provide a non-availability number).
- If the traveler declined to use a required lodging type for personal reasons, verify DTS limited the traveler’s lodging reimbursement.
- If the traveler declined to use a required lodging type for mission reasons, verify the correct lodging cost is authorized. See DoD ILP Guide, App A.
- Verify lodging was not claimed twice.
- Verify the amounts claimed match all receipts.
- Verify the lodging amount claimed does not include non-reimbursable items.
- Verify non-lodging-related reimbursable items are entered as non-mileage expenses.
- If the traveler used an overnight flight, verify per diem allowances are correctly adjusted.

**Accounting Summary**
- Confirm the correct line of accounting is used.

**Disbursing Summary**
- If the Net Distribution is a negative amount, notify the traveler they owe money to the Government.

**Additional Options**
- Review any travel advances received.
- Review any issued Scheduled Partial Payments.

**Other Authorizations**
- Review Other Authorizations for compliance with local policy.

**Pre-Audit Trip**
- Review justifications for all flagged items.
- Review any advisory notices and take appropriate action as necessary.

**Digital Signature**
- Select the appropriate stamp before submitting.

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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).

The key icon highlights items that reports required by the Improper Payments Elimination and Recovery Act identified as key concepts for AOs.

The checkmark icon highlights items that DoDIG report 2016-127 identified as key concepts in monitoring GTCC misuse.

Per the JTR, AO responsibilities include:
- When reviewing and authorizing the cost estimate on the trip 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 conform to all laws, regulations, policies, and contractual obligations.
- 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).
- Adhere to all policies and procedures, 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.

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This document is maintained on the DTMO website at [https://www.defensetravel.dod.mil](https://www.defensetravel.dod.mil).

Printed copies may be obsolete.
### Authorization Checklist

**Itinerary**
- Ensure trip dates are correct.
- Most travelers will use AA-Routine TDY/TAD to create an authorization (if another Trip Type is used, verify it is correct).
- Verify the Conference/Event Name indicates the name of the conference. If not attending a conference, “Not Applicable” should appear.
- Verify the time zone, Leave From location, and the Departure (Leave) date.

**Reservations**

**Transportation to TDY**
- If air travel is used, verify an appropriate flight was selected. The JTR requires the use of contract city pair airfare (or other airfare only available for official Government business), but allows restricted airfare use if cost savings outweigh risk of cancellation/change fees.
- If restricted airfare is used, fill out the restricted airfare checklist and attach it as a substantiating document on the Expenses screen.

**Rental Car**
- If a rental car is chosen, verify the least expensive compact car is selected. If it is not, verify the justification on the Pre-Audit Trip screen is adequate.

**Lodging**
- If commercial lodging is used, verify the lodging rate is at or below the published per diem rate. If the rate is higher than the published per diem rate, ensure actual lodging is authorized, if appropriate.
- Verify the traveler used the required lodging type (if applicable).

**Expenses**
- Verify estimated non-mileage expenses are legal, proper, and correct, and not duplicated in any part of the authorization.

**Mileage Allowances**
- Verify estimated mileage expenses are legal, proper, and correct, and not duplicated elsewhere in the authorization.
- Verify the traveler used the DTOD if required, and all manually-entered claims are reasonable and to official locations.

### Per Diem Allowances

- Verify the meal rate is correct for each day.
- Verify per diem allowances are correct (e.g., adjusted for requested leave or available meals.
- If a uniformed traveler is going TDY to a U.S. installation, verify Gov’t quarters are reflected or a non-availability number is provided.
- If the traveler declines to use a required lodging type for personal reasons, verify DTS correctly limited the traveler’s lodging reimbursement.
- If the traveler declines to use required lodging type for mission reasons, verify the correct lodging cost is authorized. See the DoD ILP Guide, Appendix A at https://www.defensetravel.dod.mil/Docs/ILP_Pilot_Guide.pdf.
- Verify that per diem allowances are correctly adjusted for any overnight flights.
- Verify that travel crossing the International Date Line is correctly reflected.

### Accounting

**Lines of Accounting**
- Verify the correct LOAs are present.
- Verify costs are correctly allocated, if needed.

**Partial Payments**
- Review any partial payment requests.

**Advances**
- Review any travel advance requests.

**Preview Trip Authorization**
- Review the details for the trip.

**Other Authorizations and Pre-Audits**
- Review Other Authorizations to ensure remarks are IAW local policy.
- Review justifications and reason codes for all flagged items.
- Review any advisory notices and take appropriate action as necessary.

### Digital Signature
- Select the appropriate stamp before submitting.

### Voucher Checklist

**Route/Sign**
- Ensure trip dates are correct.
- Review the details for the trip on the Preview Trip screen.

**Substantiating Records**
- Verify required receipts are attached for:
  - All lodging expenses.
  - Any expense of $75 or more.
  - Any other document required to support claimed reimbursements.
- Review receipts to make sure they:
  - Are legible.
  - Match amount claimed for reimbursement.
  - Are for official travel dates.
  - Pertain to goods or services purchased in support official travel.

**Adjustments**
- Select OK to open the travel document. If you clear the View-Only box, you will be prompted for your signature and be able to adjust the travel document.

**Expenses**
- Verify the expenses reflect the actual expense amount.
- Verify the currency conversion rate is provided and correct for all purchases using foreign currency.
- Verify all claims are travel-related.
- Verify taxes for CONUS & non-foreign OCONUS lodging were correctly claimed.
- Verify claimed non-mileage expenses are legal, proper, and correct, and are not duplicated in any part of the voucher.
- Verify the traveler used their GTCC for all reimbursable expenses.
- Verify claimed mileage expenses are legal, proper, and correct, and are not duplicated elsewhere in the voucher.
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, then Delegate Authority. The Delegate Authority screen opens.

2. Select the Remove link next to the person to whom you delegated authority. A pop-up appears, asking you to confirm that you are removing approval authority from that person.

3. Select OK to remove the delegation of your signature authority.

Fund Availability

Organizations must enter annual or quarterly targets into the DTS Budget module before travel begins. DTS uses the Budget module to track travel funds. When the AO approves a travel document, if DTS finds that insufficient funds are available to support the trip, the AO may not approve the travel document. If funds are available, but that availability is not reflected in the Budget module, a DTA with permission level 3 may add funds to the Budget module.

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

Additional Responsibilities and Helpful Tips

Additional AO responsibilities:
- Only authorize travel necessary to accomplish the mission.
- Approve amendments with charges to centrally billed accounts (CBA) that were initiated by the Transportation Officer or CBA Specialist.
- When a traveler requests a restricted airfare, complete the approval form from the JTR 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: AOs may be held pecuniarily liable for erroneous payments resulting from the negligent performance of their duties.

Helpful Tips
- You can view charges to a traveler’s GTCC through a link on the Non-Mileage Expenses screen in a voucher or local voucher.
- See your organization’s local business rules for complete guidance regarding local travel.
3. Select Substantiating Records to view attached documents (e.g., receipts), then review the rest of the Preview Trip screen.

4. Note: The voucher must include receipts for all lodging and any individual expenses of $75.00 or more.

5. Select Other Auths. on the dark blue navigation bar to view any Other Authorizations on the travel document. Note: Every authorization is required to have this statement located in the travel document: "Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives". Your local business rules determine where to include it.

6. Select Pre-Audit on the dark blue navigation bar to view system-generated flags and the traveler’s justifications for them.

7. Review any advisory notices.

8. Select Digital Signature from the subnavigation bar. The Digital Signature screen opens.

9. Ensure your default stamp (e.g., APPROVED for Authorizing Officials [AOs]) appears in the Submit this document as field. Note: If the travel document contains any errors, you can fix them, but the best practice is to select RETURNED so the traveler can fix it.


11. Select Save and Continue.

12. Enter your CAC PIN, then select OK. The Fund Authorization (or Fund Voucher) screen opens.

13. Select OK. The Stamping Result screen opens.


2 Delegate Signature Authority

In accordance with your local business rules, you can delegate your signature authority to another Routing Official when you are away from the office. 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, then Delegate Authority. The Delegate Authority screen displays the names of the people to whom you may delegate your signature authority.

2. Choose Select next to the appropriate person. The name of the person you selected appears on the right side of the screen.

3. To confirm your decision, select OK.