

# Authorizing Official Checklist

May 10, 2016

**The Authorizing Official has broad authority to determine when TDY travel is necessary to accomplish the mission, authorize travel, obligate travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with the mission and in accordance with the Joint Travel Regulations (JTR).**

**All TDY travel policies are important. However, the reports required by the Improper Payments Elimination and Recovery Act (2012) identified a few key concepts to which AOs must pay particular attention. The key icon identifies these concepts.**

**Per the JTR, AO responsibilities include the following:**

- **Use the cost estimate on the trip authorization to determine if the budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging, and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy, and contractual obligations. The AO authorizes the cost estimate.**
- **Your local or Component DTS rules should contain information on policies relating to transportation and travel arrangements.**
- **Make sure the traveler has access to a Government Travel Charge Card (GTCC) individually billed account (IBA) or a Centrally Billed Account if the traveler does not have a GTCC IBA.**
- **Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives the correct reimbursement per the JTR.**

## Mileage

- Verify each claimed mileage expense is legal, proper, and correct, and not duplicated elsewhere on the voucher.

## Per Diem Entitlements

- Verify per diem was not paid on leave days.
- Verify meals that were provided or available are properly accounted for using the appropriate meal rate.
- Verify excess travel days were taken as leave.
- If the lodging rate exceeds the locality rate, verify actual lodging is authorized, if appropriate. 
- 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 a required lodging type for mission reasons, verify the correct lodging cost is authorized. See [DoD Integrated Lodging Program Guide, Appendix A](#)
- If overnight flights were used, verify per diem allowances are correctly adjusted.
- If a uniformed traveler is TDY to a military installation not at an ILPP site, verify Government quarters were used or a non-availability number is provided.

## Lodging

Verify the traveler used the required lodging type (if applicable).

- Verify the amounts claimed match all receipts. 
- Verify the lodging amount claimed does not include non-reimbursable items.
- Verify reimbursable items are entered as non-mileage expenses.
- Verify the lodging was not claimed twice. 

## 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 advances that were issued.
- Review any Scheduled Partial Payments that were issued.   


## Other Authorizations

- Review items chosen from Other Authorizations and the remarks to ensure that they are complete and correct per local policy.

## Pre-Audit

- Review justifications for all flagged items.

## Digital Signature

- Select the correct stamp that is defined by the routing list and indicated by the Awaiting Status level, or one of the allowed alternatives.

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## Local Voucher

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### Review Items

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

### Expenses

#### Non-Mileage

- Verify the traveler used their GTCC for reimbursable expenses.
- If a rental car expense and POV mileage are claimed, make sure they are valid.
- Verify every claimed non-mileage expense is legal, proper, and correct, and not duplicated elsewhere in this local voucher.
- Verify all claimed expenses are travel related.

#### Mileage

- Verify every claimed mileage expense is legal, proper, and correct and not duplicated in the local voucher.

#### Pre-Audit

- Review justifications for all flagged items.

#### Digital Signature

- Select the correct stamp that is defined by the routing list and indicated by the Awaiting Status level, or one of the allowed alternatives.

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We recommend that AOs use checklists while reviewing travel documents for accuracy and completeness.

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## Authorization Checklist

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This partial checklist includes reminders for specific points you should check when processing authorizations in the Defense Travel System (DTS).

### Itinerary

#### Trip Overview

- 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).
- 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.

### Travel

#### Air Travel

- If air travel is used, verify an appropriate flight was selected. DoD policy requires primary consideration for contract city pair airfare (and other airfares limited to official Government business), although it allow use of restricted airfares when the cost savings outweighs any risk of trip cancellation or itinerary changes.
- If restricted airfare is used, fill out the restricted airfare checklist and attach it in Substantiating Records.

#### 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 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

#### Non-Mileage

- Verify every estimated non-mileage expense is legal, proper, and correct, and not duplicated in any other part of the authorization.

#### Mileage

- Verify each estimated mileage expense is legal, proper, and correct, and not duplicated in any other part of the authorization.

#### Per Diem Entitlements

- Verify the meal rate is correct for each day.
- Verify if leave was requested or meals will be provided, per diem allowances reflect adjusted amounts.
- Verify if a military traveler is going TDY to a military installation, military 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 limits the traveler's lodging reimbursement.
- If the traveler declines to use a required lodging type for mission reasons, verify the correct lodging cost is authorized. See [DoD Integrated Lodging Program Guide, Appendix A](#).
- Verify if an overnight flight is used, per diem allowances are correctly adjusted.
- Verify International Date Line travel is correctly reflected.

### Additional Options

#### Partial Payments

- Review any partial payment requests.

#### Advances

- Review any non-ATM advance requests.

### Review/Sign

#### Preview

- Review the details for the trip.

#### Other Authorizations

- Review any Other Authorizations and their associated remarks to ensure they are complete and correct per local policy.

#### Pre-Audit

- Review justifications for all flagged items.

### Digital Signature

- Select the correct stamp that is defined by the routing list and indicated by the Awaiting Status level, or an allowed alternative.

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## Voucher Checklist

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The reports required by the Improper Payment Elimination and Recovery Act identify key items that AOs should pay particular attention to. These items are marked with a key icon.

### Route/Sign

#### Preview

- Ensure trip dates are correct.
- Review the details for the trip on the Preview Trip screen

#### Substantiating Records

Verify required receipts are attached

- 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.

### Adjustments

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

### Expenses

#### Non-Mileage

- Verify the expenses reflect the actual expense amount.
- Verify the currency conversion rate is provided and correct for all purchases using foreign currency.
- Verify taxes for CONUS & non-foreign OCONUS lodging were claimed appropriately.
- Verify every claimed non-mileage expense is legal, proper, and correct, and is not duplicated in any part of the voucher.
- Verify the traveler used their GTCC for all reimbursable expenses.



## Review, Certify, and Approve DTS Documents

May 10, 2016

*This tri-fold will assist Routing Officials, who review, certify, or approve documents in the Defense Travel System (DTS).*

The review and approval process begins when an authorization, voucher from authorization, or local voucher routes to your DTS queue. You will receive an email notification when a document routes to your DTS queue

The Joint Travel Regulations (JTR) specifically identify what you can approve, and do so with the full force of the law behind them. These regulations can be accessed from the DTMO website at: <http://www.defensetravel.dod.mil/site/travelreg.cfm>

### 1 Review, Certify, or Approve Documents

#### Log into DTS

1. Select **Click Here** next to **Documents Awaiting Your Approval** on the DTS Welcome Screen.

Documents Awaiting Your Approval --> [Click Here](#)

The **Documents in Routing** screen opens. The **Sort by Document** column identifies the name of the document.

Review	Type	Document	TA Number	Exp Date	Traveler	Total Cost	Last Signed Date
Document	VCH	EWVWBLJLNGC0945025H_A01	BC2Y42	08/29/16	WHL, Eric	\$739.00	08/29/16
Document	AUTH	EWKCRGACRAC0948075H_A01		08/29/16	WHL, Eric	\$1107.00	08/29/16
Document	AUTH	EWKADASACCT948081H_A01		08/29/16	WHL, Eric	\$1141.97	08/29/16
Document	AUTH	EWVWBLJLNGC0945025H_A01		08/29/16	WHL, Eric	\$732.14	08/29/16

### 4 Certify Fund Availability

Organizations must enter their annual or quarterly targets into the DTS Budget module before travel begins. This module is used as a tracking tool to manage the use of funds for travel. It does not replace the DoD accounting system. At the time of approval, DTS checks the fund availability in the Budget module for all lines of accounting (LOAs) on a document. If funds are not available, a DTA with permission level 3 may add funds to the DTS Budget module.

**Note:** All Authorizing Officials using the **APPROVED** stamp must be appointed as Certifying Officers in accordance with DoD FMR, Volume 5, Chapter 33.

### 5 Additional Responsibilities and Helpful Tips

#### Additional Responsibilities:

- Only authorize travel necessary to accomplish the mission.
- Approve amendments related to CBA charges initiated by the local Transportation Officer or CBA Specialist.
- When a traveler requests a restricted airfare, the AO must complete the approval form from the JTR and attach it to the authorization.
- Process all requests for premium class travel outside DTS IAW service directives. If approved, ensure a copy of the premium class approval is attached 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 the most recent charges on a traveler's GTCC through a link on the Non-Mileage Expenses screen in a voucher or local voucher.
- Consult your organization's local business rules for supplemental items relating to local travel policies.

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4. The screen refreshes and the right side presents an **Assigned Authority** area containing the name of the person you selected.
5. To confirm your decision, select **OK**.

### 3 Remove Delegated Authority

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

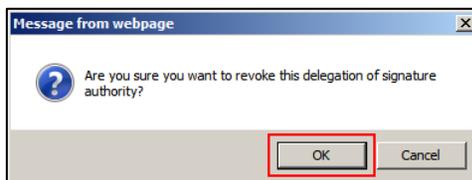
1. Mouse over **Traveler Setup** on the DTS Welcome screen



The **Delegate Authority** screen opens



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

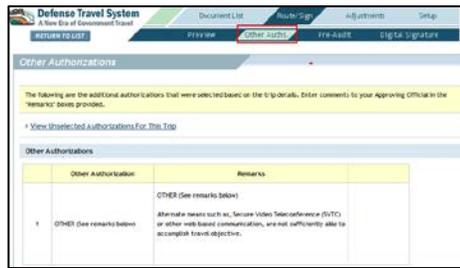


3. Select **OK** to continue. After you confirm the pop-up, the individual will no longer have your signature authority.

2. Select **review** next to the document to be reviewed, certified, or approved. The **Preview Trip** screen is the starting point for reviewing an authorization.



3. Select **Substantiating Records** to view any attached documents.  
**Note:** *The voucher must include receipts for all lodging and any individual expenses of \$75.00 or more (to include airfare and rental car). For additional items consult the AO checklist.*



4. Select **Other Auths.** on the subnavigation bar to view any Other Authorizations added to the document. Every authorization is required to have this statement located in the document  
**Note:** *“Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives”. Your local organization business rules will determine where to include the statement.*

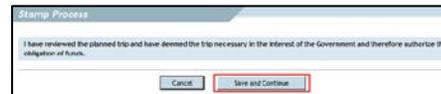
5. Select **Pre-Audit** from the subnavigation bar to view system generated flags.



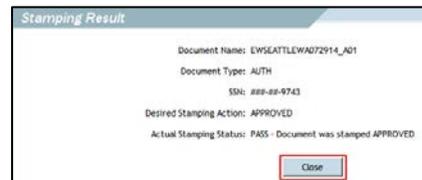
6. Review each flagged item. Make sure all justifications are sufficient. Review any advisory notices.



7. Select **Digital Signature** from the subnavigation bar. The Digital Signature screen opens.
8. Select the **Submit this document as:** drop-down arrow and ensure your default status stamp (e.g., APPROVED for AOs) appears.
9. Select **Submit Completed Document.**



10. The Stamp Process screen opens. Select **Save and Continue.**
11. Complete the **PIN** field then select **OK.**
12. The Fund Authorization (or Fund Voucher) screen opens. Select **OK.**



13. The Stamping Result screen opens. Select **Close.**

**Note:** The Routing Official has the ability to make adjustments to the traveler's document, but best practices recommend that the document be RETURNED for corrections.

## 2 Delegate Signature Authority

Routing Officials can delegate their signature authority to another during an absence. This ensures that an organization's travel documents will continue to be reviewed and approved without interruption.

The person delegated to perform duties on your behalf must meet all regulatory requirements, including appropriate permission levels, appointment letters, and training requirements, but they do not need to be on the routing list.

When signature authority is delegated, DTS will route the document to the person named on the routing list as well as to the delegated authority.

To delegate Signature Authority:

1. Mouse over **Traveler Setup** on the DTS Welcome screen.



2. Select **Delegate Authority.**

The **Delegate Authority** screen displays the names of the people to whom you may delegate your signature authority.



3. Choose **Select** next to the name of the person to whom you want to transfer your authority.