

*Defense Travel Training Resources*

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**Desktop Guide for Authorizing Officials  
and Certifying Officers**

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October 5, 2010

## Revision History

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# Table of Contents

|  |           |
|--|-----------|
| <b>CHAPTER 1: INTRODUCTION</b>   | <b>1</b>  |
| <b>CHAPTER 2: GENERAL POLICY AND LIABILITY</b>                               | <b>2</b>  |
| 2.1 Policy   | 2         |
| 2.2 Liability  | 2         |
| 2.2.1 Responsibilities of a AO   | 4         |
| 2.2.2 Responsibilities of a CO   | 4         |
| 2.2.3 Responsibilities of Other Accountable Officials                        | 5         |
| <b>CHAPTER 3: ELIGIBILITY AND QUALIFICATIONS</b>                             | <b>6</b>  |
| <b>CHAPTER 4: TRAINING FOR AUTHORIZING OFFICIALS AND CERTIFYING OFFICERS</b> | <b>7</b>  |
| 4.1 Required Training  | 7         |
| 4.2 Recommended Training   | 9         |
| <b>CHAPTER 5: APPROVING AND CERTIFYING DOCUMENTS IN DTS</b>                  | <b>11</b> |
| 5.1 Approving Authorizations in DTS  | 14        |
| 5.1.1 Preview Trip Screen - Authorization                                    | 14        |
| 5.1.2 Other Authorizations Screen - Authorization                            | 18        |
| 5.1.3 Pre-Audit Trip Screen - Authorization                                  | 19        |
| 5.1.4 Digital Signature Screen - Authorization                               | 20        |
| 5.2 Certifying Vouchers in DTS   | 22        |
| 5.2.1 Preview Trip Screen - Voucher  | 23        |
| 5.2.2 Other Authorizations and Pre-Audit Trip Screens - Voucher              | 25        |
| 5.2.3 Digital Signature Screen - Voucher                                     | 25        |
| 5.3 Certifying Local Vouchers in DTS   | 27        |
| <b>CHAPTER 6: SUMMARY</b>  | <b>29</b> |
| <b>APPENDIX A: FREQUENTLY ASKED QUESTIONS (FAQs)</b>                         | <b>29</b> |
| <b>APPENDIX B: GLOSSARY</b>  | <b>30</b> |
| <b>APPENDIX C: DOCUMENT CHECKLISTS</b>                                       | <b>31</b> |
| C.1 Sample Authorization Checklist   | 32        |
| C.2 Sample Voucher Checklist   | 34        |
| C.3 Sample Local Voucher Checklist   | 36        |
| <b>APPENDIX D: ADDITIONAL RESOURCES</b>                                      | <b>37</b> |

## **CHAPTER 1: INTRODUCTION**

This guide is a reference for Authorizing Officials (AOs) and Certifying Officers (COs) who use the Defense Travel System (DTS) to approve travel orders (authorizations) and certify vouchers and local vouchers for traveler reimbursement. It provides information and guidance about the following:

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

As an AO or a CO, you serve in a role that obligates you to protect taxpayer funds from misuse. If you do not do this to the fullest extent of your ability, you may be liable for the repayment of the misused amount. As such, the information in this guide is valuable in that it can help you with the following:

- Adopt a workflow process that will help you identify errors and intentional misrepresentations
- Certify that payment disbursements are approved only for expenses that are legal and proper 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 two regulations that govern your legal responsibilities when approving travel orders, expenses, and reimbursement. These are the *Joint Federal Travel Regulations, Volume 1 / Joint Travel Regulations, Volume 2 (JFTR/JTR)* and the *Department of Defense Financial Management Regulation (DoDFMR)*.

The *JFTR/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 very familiar with the regulations and aware of changes and updates. Appendix A of the *JFTR* is a useful list of terms, definitions, and acronyms that are part of the language used in the regulations and in the Defense Travel System (DTS).

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 *JFTR/JTR* and the *DoDFMR*. It identifies how those policies affect you in your role as an Authorizing Official (AO) or Certifying Officer (CO). 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 *DoDFMR* policy, if any payment that you 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 referred to as “pecuniary liability.”

When you were appointed as an AO or CO, you became personally accountable and responsible for verifying that all payments that you approve are legal, proper, and correct. This policy is intended to ensure that when you approve the expenditure of Government funds, you will be as thorough and careful as you would be if you were paying the reimbursement with your own money. Your diligence will guard against errors and dishonesty and protect your Government from financial losses.

### 2.2 Liability

Paragraph 3307 of *DoDFMR*, Volume 5, Chapter 33 states that a CO is pecuniarily liable for illegal, improper, or incorrect payments resulting from improper certification. Procedures and further guidance concerning liability of Accountable Officials is found in *DoDFMR* Volume 5, Chapter 6. As an AO or CO, you should be aware of the following concerning liability:

- As an AO, you have unlimited pecuniary liability for all advances and payments made to travelers on authorizations that you approve.
- As a CO, you have unlimited pecuniary liability for all payments disbursed from vouchers that you certify.

Note that *DoDFMR*, Volume 9, Chapter 2, paragraph 020301.D states that in DTS, you may act as both the CO and AO on the same travel voucher.

This all means that 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 or CO, it is up to you to be diligent and practice thorough work processes and behaviors that will prevent erroneous payments made on the documents that you approve or certify.

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

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

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

## 2.2.1 Responsibilities of a AO

As an AO, you act as a steward of Government funds and ensure that policies are followed for legal reasons. Some of your responsibilities are to:

- Verify that the trip and the expenses are necessary to accomplish the mission
- Verify that the traveler booked reservations through the Commercial Travel Office (CTO), unless the CTO was not available
- Approve authorizations before the CTO can buy air and rail tickets
- Ensure that travelers follow DoD travel policy when requesting advances
- Authorize the payment of a requested advance or scheduled partial payment
- Approve amendments related to centrally billed account (CBA) payments initiated by the local CBA Specialist
- Return authorizations for correction when they contain inaccurate information or illegal requests

## 2.2.2 Responsibilities of a CO

As a CO, you are responsible for verifying the legitimacy and accuracy of expenses claimed on vouchers and local vouchers, and the validity of supporting documents and receipts. This ensures that payments made by the Federal Government are legal, proper, and correct. In addition to reviewing expenses on the voucher, you should pay careful attention to all information, including the following:

- Accurate computation of expenses and entitlements
- Legality of a proposed payment under the appropriation or fund involved

As a further safeguard against improper payment, the *DoDFMR* states that COs are responsible for “issuing advice to other Accountable Officials.” See Section 2.2.3.

### 2.2.3 Responsibilities of Other Accountable Officials

The *DoDFMR* acknowledges that, as an AO or CO, you rely on other Accountable Officials to report or justify the purpose of a temporary duty (TDY) trip, the reimbursable expenses requested, and requests for policy exception.

Thus, Accountable Officials can be held liable for erroneous payments at the same level as an AO or CO. The list below identifies some individuals who may serve as Accountable Officials:

- Self-Authorizing Official
- Lead Defense Travel Administrator (LDTA)
- Organization Defense Travel Administrator (ODTA)
- Finance Defense Travel Administrator (FDTA)
- Debt Management Monitor (DMM)
- Transportation Officer (TO)
- Centrally Billed Account (CBA) Specialist

Depending on their role, Accountable Officials may have pecuniary liability for illegal, improper, or incorrect payments that result from erroneous information, data, or services they provide to a CO, and upon which, the CO directly relies. For this reason, it is important that Accountable Officials perform their responsibilities with accuracy, especially in the following areas:

- Adding lines of accounting (LOAs)
- Loading budgets and related funding levels
- Entering and updating traveler information
- Explaining or justifying the purpose of a TDY trip
- Reporting reimbursable expenses
- Ensuring policy compliance
- Verifying that all procedural safeguards affecting proposed payments are observed by ensuring that procedures and controls are in place for validating the portion of the entitlements and payment processes that they maintain.
- Complying with all applicable DoD regulations, policies, and procedures including local standard operating procedures
- Supporting their COs 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**

Certifying Officer Legislation (COL), Public Law 104-106, requires that an appointee be trained and knowledgeable in the responsibilities of a Certifying Officer (CO). See Section 4. In addition to completing training, an individual must be appointed in writing to be eligible to serve as a CO.

The individual who serves as the CO for an organization typically serves as the Authorizing Official (AO) as well. Therefore, the remainder of this section treats both roles as one with regard to the eligibility and qualifications to perform the duties.

Eligibility requirements for COs mandate the following:

- The CO must be a Federal Government employee.
- The CO must be a U.S. citizen if stationed in the continental United States (CONUS).
- The CO may be a local national if stationed in an outside CONUS (OCONUS) location.

To promote professionalism and strengthen internal controls, a CO should have the following minimum qualifications:

- Knowledge of the subject matter
- Knowledge of the *JFTR/JTR*
- Knowledge of the *DoDFMR*
- Background or experience in the preparation of a voucher for payment
- Knowledge of appropriations and other funds and accounting classifications
- Knowledge of payment process (e.g., availability of funds and location of designated paying and accounting offices)

The document used to appoint a CO is the DD Form 577 (“Appointment / Termination Record - Authorized Signature”). The completed DD Form 577 must identify the types of payments for which the CO has authority, such as centrally billed accounts, transportation, or travel expenses.

To be valid, the DD Form 577 must be signed by the proper appointing authority, as delegated by the appropriate DoD Component Head.

## **CHAPTER 4: TRAINING FOR AUTHORIZING OFFICIALS AND CERTIFYING OFFICERS**

If you are an Authorizing Official (AO) for your organization, it is very likely that you serve as the Certifying Officer (CO) as well. Therefore, both AOs and COs must adhere to the required and recommended training. CO training should include initial training and annual refresher training.

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

### **4.1 Required Training**

Within two weeks of appointment as a CO, and before you certify any documents, you must complete a training course as defined in Certifying Officer Legislation (COL) 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. You can find training that satisfies the COL requirement in the following places:

- Defense Finance and Accounting Service (DFAS) Web site: Certifying Officer Legislation (COL) Training <http://www.dfas.mil/fastrac/coltraining.html>
- Field Management Distributed Learning Center: Many classes are available. [https://fm.csd.disa.mil/kc/login/login.asp?kc\\_ident=kc0014&blnAccess=TRUE](https://fm.csd.disa.mil/kc/login/login.asp?kc_ident=kc0014&blnAccess=TRUE)
- Travel Explorer (TraX): Training for Accountable Officials and Certifying Officers (TAOCO) <https://www.defensetravel.dod.mil/Passport>.

To access the TAOCO course, log in to TraX and select **Training**. Select the **View All** button. The list that displays will contain a course titled **AO/RO - TAOCO (COL)** (Figure 4-1).



Figure 4-1: Training Module in TraX

## 4.2 Recommended Training

TraX offers courses that provide both the required and recommended training for AOs and COs (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.

SELECT ONE FROM EACH CATEGORY



### Accountable Officials Training

- Training for Accountable Officials and Certifying Officers via WBT in TraX at [www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport) (course listed as: AO/RO – TAOCO)



### Travel Policy

- Programs & Policies - Travel Policies (WBT in TraX)
- Travel Policy while TDY (DL - schedule in TraX)
- Classroom training provided by your organization



### Defense Travel System

- AO/RO DTS Approval Process (WBT in TraX)
- Approval Process for TDY (DL – schedule in TraX)
- Route and Review (Demo in TraX)
- Classroom training provided by your organization

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]), and classroom training provided by your organization.

**Defense Travel System.** These courses provide an understanding of how to use DTS to authorize and approve travel. Courses available include: *AO/RO - DTS Approval Process*, *Approval Process for TDY (Route and Review)*, *Route and Review (narrated demonstration)*, and classroom training provided by your organization.

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

***TraX Knowledge Center***

All Web-based training classes, distance learning classes, and demonstrations are available in TraX.

Instructor-led materials for classroom training include an instructor guide, a participant guide, and PowerPoint slides. These materials are downloadable from the TraX Knowledge Center. You may use the pull-down search titled "DTS Instructor Curriculum" or log in to Passport and use the direct links:

***The DTS Approval Process***

<https://www.defensetravel.dod.mil/Passport/index.cfm?Router=735>

***Travel Policies***

<https://www.defensetravel.dod.mil/Passport/index.cfm?Router=635>

## CHAPTER 5: APPROVING AND CERTIFYING DOCUMENTS IN DTS

Becoming familiar with the Defense Travel System (DTS) will make the review process easier. We highly recommend that you complete at least one of the DTS courses identified in Section 4.

The review and approval process begins when a document is routed to you for attention. You will receive an e-mail notification when a document routes into your queue in DTS. Use the following steps to review and approve or certify a DTS travel document:

1. Log into DTS.

The User Welcome screen opens (Figure 5-1).

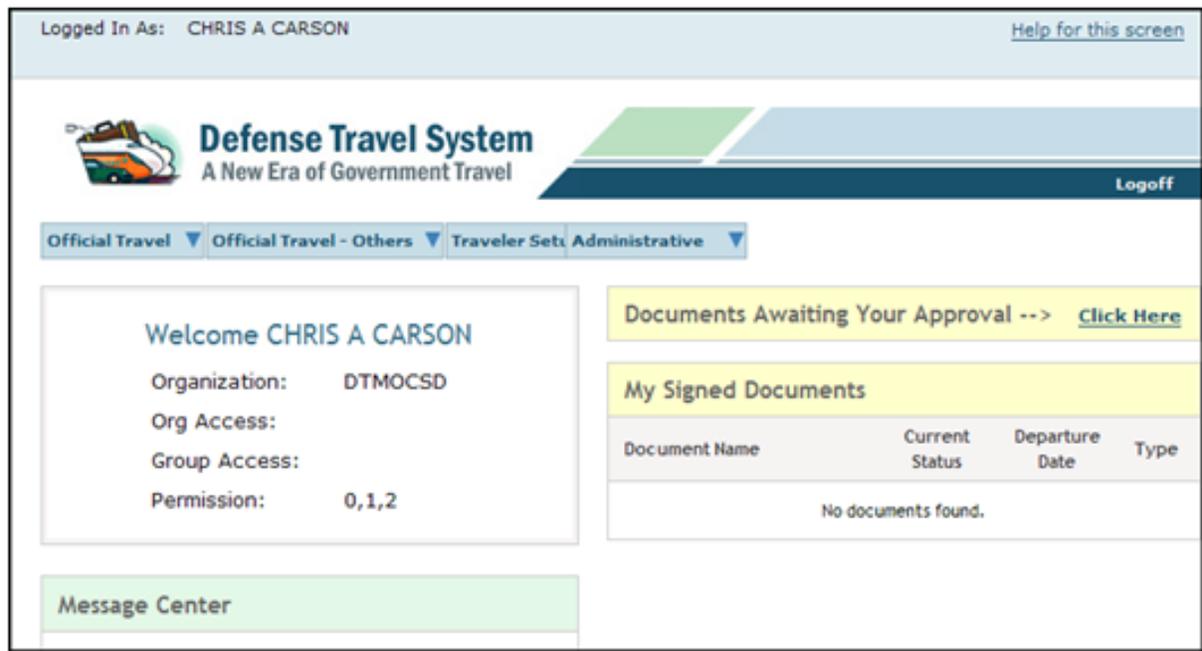


Figure 5-1: DTS User Welcome Screen

2. Select **Click Here** in the yellow box labeled *Documents Awaiting Your Approval*.

The Documents in Routing screen opens (Figure 5-2). The Sort by Document column identifies the name of document.

The screenshot shows a web interface titled "Documents in Routing". Below the title is a yellow instruction box: "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." Below this is a table with 12 columns: Review, Sort by Type, Sort by Document, Sorted by Awaiting Status, TA Number, Days Left, Sort by Dep Date, Sort by Traveler, Total Cost, Net to Trav, Adv Requested, and Max Adv Allowed. There are three rows of data, each starting with a "> review" link.

| Review   | Sort by Type | Sort by Document       | Sorted by Awaiting Status | TA Number | Days Left | Sort by Dep Date | Sort by Traveler | Total Cost | Net to Trav | Adv Requested | Max Adv Allowed |
|----------|--------------|------------------------|---------------------------|-----------|-----------|------------------|------------------|------------|-------------|---------------|-----------------|
| > review | AUTH         | GPLASVEGASNV080910_A01 | APPROVED                  |           |           | 08/09/10         | Peck, Gregory    | \$1,424.17 | \$961.37    | \$0.00        | \$0.00          |
| > review | VCH          | FFLASVEGASNV062210_V01 | APPROVED                  | 00014A    |           | 06/22/10         | FINN, FRANK      | \$1,171.50 | \$-4,210.75 | \$5,382.25    | \$5,382.25      |
| > review | VCH          | FFLASVEGASNV071610_V01 | APPROVED                  | 00014E    |           | 07/16/10         | FINN, FRANK      | \$0.00     | \$-1,295.50 | \$1,295.50    | \$1,295.50      |

Figure 5-2: Documents in Routing Screen

The Preview Trip screen opens (Figure 5-3). The following tabs on the subnavigation bar are links to each of the screens in the DTS Review/Sign module:

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

**Defense Travel System**  
A New Era of Government Travel

Document List    Route/Sign    Adjustments    Setup

RETURN TO LIST    Preview    Other Auths.    Pre-Audit    Digital Signature

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: Full size rental car necessary on day 4 and 5 to transport government equipment.

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: SITE VISIT  
 Trip Description: Finance Symposium

Figure 5-3: Preview Trip Screen - Authorization and Voucher (Top Section)

The remainder of this section explains the review process and shows you the steps to perform as you move through the document. See Section 5.1 for instructions on approving authorizations. See Section 5.2 for instructions on certifying vouchers.

**Note:** Appendix C provides a checklist for authorizations, vouchers, and local vouchers. You may also use the AO checklist trifold located on the DTMO Web site: [http://www.defensetravel.dod.mil/Training/DTS/Docs/QRef/Tri-fold\\_AO\\_Checklist.pdf](http://www.defensetravel.dod.mil/Training/DTS/Docs/QRef/Tri-fold_AO_Checklist.pdf).

## 5.1 Approving Authorizations in DTS

An AO assumes pecuniary liability when approving an authorization that includes a request for either a non-ATM advance or scheduled partial payment (SPP). A separate CO will almost never be involved in the process for approving an authorization. As the AO, you must ensure that the payment of these advances and/or SPPs is legal and proper.

Non-ATM advances should only be authorized 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 is the starting point for reviewing an authorization (Figure 5-3). Use the following steps to approve the authorization:

1. Select **Substantiating Records** to see if the traveler attached all required supporting documentation. For example, if the requested transportation mode differs from the mode normally used to accomplish the trip, the traveler should have attached a constructed travel worksheet.
2. Select **Return to Trip Preview** to return to the Preview Trip screen.
3. Select **Document History**.

The Document Route Status screen opens (Figure 5-4). 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                  | SARA T TAGGART   | 25    |
| APPROVED                  | LARRY D LEFTWICH | 25    |

**Document History**

| Status     | Date       | Time | Name         | Remarks |
|------------|------------|------|--------------|---------|
| CREATED    | 06/16/2010 | 0804 | FRANK D FINN |         |
| SIGNED     | 08/18/2010 | 1716 | FRANK D FINN |         |
| CTO SUBMIT | 08/18/2010 | 1716 | FRANK D FINN |         |
| CTO BOOKED | 08/18/2010 | 1716 | FRANK D FINN |         |

[Return To Trip Preview](#) [View Adjustments](#)

Figure 5-4: Document Route Status Screen

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

The Preview Trip screen opens. It captures all the information about the trip, and thus is quite long (Figure 5-3 [top section], Figure 5-5 [middle section], and Figure 5-6 [bottom section]).

|  |  |  |  |
|--|--|--|--|
| <b>Overall Starting Point</b> Time Zone: EST (06)    |  |  |  |
| Itinerary:   | Leave From:  | ARLINGTON,VA   |  |
|  | Leave:   | 27-Aug-10  |  |
| <b>Location 1 - LAS VEGAS,NV</b> Time Zone: PST (09) |  |  |  |
| Itinerary:   | Leave From:  | LAS VEGAS,NV   |  |
|  | TDY/TAD Location:  | LAS VEGAS,NV   |  |
|  | Arrive:  | 27-Aug-10  |  |
|  | Leave:   | 03-Sep-10  |  |
| Air Travel:  | Carrier:   | US Airways   | Comments to the Travel Agent:<br>SEAT PREFERENCE: 17F                                |
|  | Flight:  | 48   |  |
|  | Fare:  | \$379.70   |  |
|  | Airport Passenger facility charge included in ticket price |  |  |
|  | Depart:  | DCA-Washington, DC (USA) (National Apt)<br>27-Aug-10 08:35AM   |  |
|  | Arrive:  | LAS-Las Vegas, NV (USA) (McCarran Intl)<br>27-Aug-10 10:39AM   |  |
|  | Method Of Reimbursement:                                   | CENTRAL BILL   |  |
|  | Confirmation:  | 123456   |  |
| Rental Car:  | Company:   | FOX RAC  | Comments to the Travel Agent:  |
|  | En-Route:  | No   |  |
|  | Cost:  | \$57.20  |  |
|  | Location:  | LAS - Las Vegas McCarran International A   |  |
|  | Pick-Up:   | 31-Aug-10 11:00AM  |  |
|  | Drop-Off:  | 01-Sep-10 11:30AM  |  |
|  | Method Of Reimbursement:                                   | GOVCC  |  |
|  | Confirmation:  | ABCD1234678-   |  |
|  | Restrictions:  | Daily \$34.00, Extra Day \$44.00, Extra Hour \$14.67, Unlimited miles/kilometers, Estimated Total Cost \$57.20 |  |
| Lodging  | Name:  | Boulder Station Hotel &  | Comments to the Travel Agent:<br>ROOM DATA: GOVT::DELUXE KING NON-SMOKING-ONE KING B |
|  | Cost:  | \$57.99 / Night  |  |
|  | Tax:   | 0%   |  |
|  | Check-In:  | 27-Aug-10 11:59PM  |  |
|  | Check-Out:   | 03-Sep-10 09:30AM  |  |
|  | Method Of Reimbursement:                                   | GOVCC  |  |
|  | Confirmation:  | 12345678-  |  |
|  | Total Room & Tax:  | \$57.99 / Night excluding additional fees  |  |
| <b>Overall End Point</b> Time Zone: EST (06)         |  |  |  |
| Itinerary:   | Leave From:  | LAS VEGAS, NV  |  |
|  | Return Location:   | ARLINGTON, VA  |  |
|  | Arrive:  | 03-Sep-10  |  |

Figure 5-5: Preview Trip Screen - Authorization and Voucher (Middle Section)

| Expenses   |                    |                      |                        |                         |            |                         |       |
|--|--------------------|----------------------|------------------------|-------------------------|------------|-------------------------|-------|
| <b>Non-Mileage:</b>                                    |                    |                      |                        |                         |            |                         |       |
| No.  | Expense Type       | Date                 | Cost                   | Method Of Reimbursement |            |                         |       |
| 1.   | Baggage Tips       | 08/27/10             | \$10.00                | Personal                |            |                         |       |
| 2.   | Parking - Terminal | 08/27/10             | \$12.50                | Personal                |            |                         |       |
| <b>Total:</b>  |                    |                      | \$22.50                |                         |            |                         |       |
| <b>Mileage:</b>  |                    |                      |                        |                         |            |                         |       |
| No.  | Expense Type       | Date                 | From                   | To                      | Cost       | Method Of Reimbursement | Miles |
| 1.   | Pvt Auto-Terminal  | 09/03/10             |                        |                         | \$20.00    | Personal                | 40    |
| <b>Total:</b>  |                    |                      |                        |                         | \$20.00    |                         |       |
| Per Diem Entitlements                                  |                    |                      |                        |                         |            |                         |       |
| <b>Lodging M&amp;IE:</b>                               |                    |                      |                        |                         |            |                         |       |
|  | Start Date         | End Date             | Total Lodge            | Total M&IE              |            |                         |       |
| <a href="#">View</a>                                   | 08/27/10           | 09/03/10             | \$763.00               | \$532.50                |            |                         |       |
| Accounting Summary                                     |                    |                      |                        |                         |            |                         |       |
| Actual/Estimate  |                    |                      | Allowed                |                         |            |                         |       |
| Accounting Code:                                       | 10 ROBOHELP        | <a href="#">View</a> | 10 ROBOHELP            | <a href="#">View</a>    |            |                         |       |
| COM. CARR.-C:  | \$759.40           |                      | COM. CARR.-C:          | \$759.40                |            |                         |       |
| LODGING:   | \$405.93           |                      | LODGING:               | \$763.00                |            |                         |       |
| M&IE:  | \$532.50           |                      | M&IE:                  | \$532.50                |            |                         |       |
| MILEAGE:   | \$20.00            |                      | MILEAGE:               | \$20.00                 |            |                         |       |
| OTHER:   | \$22.50            |                      | OTHER:                 | \$22.50                 |            |                         |       |
| RENTAL CAR:  | \$57.20            |                      | RENTAL CAR:            | \$57.20                 |            |                         |       |
| 10 ROBOHELP Sub Total:                                 | \$1,797.53         |                      | 10 ROBOHELP Sub Total: | \$2,154.60              |            |                         |       |
| Calculated Trip Cost:                                  | \$1,797.53         |                      | Calculated Trip Cost:  | \$2,154.60              |            |                         |       |
| Document Totals  |                    |                      |                        |                         |            |                         |       |
| Actual/Estimate  |                    |                      | Baseline Trip          |                         |            |                         |       |
| COM. CARR.-C:  | \$759.40           |                      | COM. CARR.-C:          | \$759.40                |            |                         |       |
| LODGING:   | \$405.93           |                      | LODGING:               | \$763.00                |            |                         |       |
| M&IE:  | \$532.50           |                      | M&IE:                  | \$532.50                |            |                         |       |
| MILEAGE:   | \$20.00            |                      | MILEAGE:               | \$20.00                 |            |                         |       |
| OTHER:   | \$22.50            |                      | OTHER:                 | \$22.50                 |            |                         |       |
| RENTAL CAR:  | \$57.20            |                      | RENTAL CAR:            | \$57.20                 |            |                         |       |
| Calculated Trip Cost:                                  | \$1,797.53         |                      | Calculated Trip Cost:  | \$2,154.60              |            |                         |       |
| Advances and Scheduled Partial Payments Summary        |                    |                      |                        |                         |            |                         |       |
| <b>Advances:</b>                                       |                    |                      |                        |                         |            |                         |       |
| Date   | Type               | Organization         | Account                | Remarks                 | Amount     |                         |       |
| 08/23/10   | EFT                | ROBOHELP             | 10 ROBOHELP            |                         | \$1,395.20 |                         |       |
| <b>Total:</b>  |                    |                      |                        |                         | \$1,395.20 |                         |       |
| Trip Length does not allow Scheduled Partial Payments. |                    |                      |                        |                         |            |                         |       |
| <a href="#">Proceed To Other Auths</a>                 |                    |                      |                        |                         |            |                         |       |

Figure 5-6: Preview Trip Screen - Authorization (Bottom Section)

5. Continue reviewing the document. Examine all entries and expenses carefully. Select each **View** link to see the details for each aspect of the document.
6. Scroll to the bottom of the page and select **Proceed to Other Auths.**

### 5.1.2 Other Authorizations Screen - Authorization

The Other Authorizations screen displays any additional authorizations that were selected by the traveler or triggered by DTS, based on the trip details (Figure 5-7). A traveler might have selected a duty condition, expense item, or another item that needs the approval highlighted on the travel order. If so, DTS will automatically flag it as an Other Authorization.

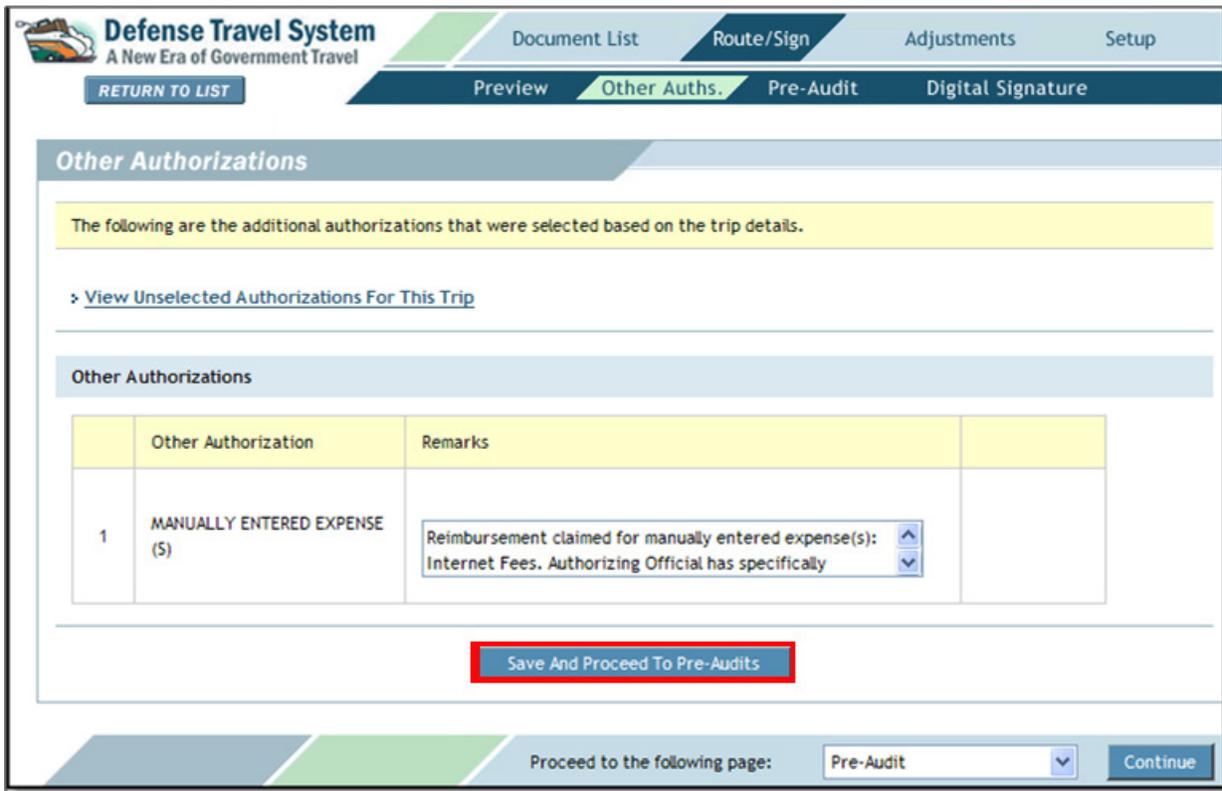


Figure 5-7: Other Authorizations Screen

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

### 5.1.3 Pre-Audit Trip Screen - Authorization

The Pre-Audit Trip screen shows flags for any items that are outside of Department of Defense (DoD) policy or that exceed DoD cost thresholds (Figure 5-8). There may also be advisory notices that the traveler does not have to justify, but you should review them.

**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](#)

**3 Items have been Flagged in this Travel Document**

|           |   |  |  |
|-----------|---|--|--|
| <b>1.</b> | <b>Reason Flagged</b><br>→ POSSIBLE EXCESSIVE EXPENSE | <b>Item Description</b><br>→ THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> NON-GOVCC ATM ADVANCE FEE > 0.0 | <b>* Justification to Approving Official</b> <a href="#">&lt;Help&gt;</a><br>Required to withdraw \$500 cash in order to pay conference fee. |
| <b>2.</b> | <b>Reason Flagged</b><br>→ POSSIBLE EXCESSIVE EXPENSE | <b>Item Description</b><br>→ THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Baggage Tips (Civilian) > 0     | <b>* Justification to Approving Official</b> <a href="#">&lt;Help&gt;</a><br>Baggage Tips were necessary for government equipment.           |

**The following are provided for advisory purposes only**

|           |  |   |
|-----------|--|---|
| <b>3.</b> | <b>Advisory</b><br>→ PERSONAL INFO HAS CHANGED | <b>Advisory Description</b> <a href="#">&lt;Help&gt;</a><br>→ PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- CORRESPONDENCE CODE, POSITION, CIVILIAN/MILITARY |
|-----------|--|---|

**Save And Proceed To Digital Signature**

Figure 5-8: Pre-Audit Trip Screen

1. Review each flagged item. Make sure that the justifications are sufficient. If a justification is insufficient, you will have to return the document to the traveler with appropriate instructions.
2. Review all advisory notices.
3. Select **Save and Proceed to Digital Signature**.

## 5.1.4 Digital Signature Screen - Authorization

The Digital Signature screen is where you begin the final actions of approving an authorization (Figure 5-9). It is also the screen on which you initiate other routing actions, such as returning a document to the traveler if anything appears to be inaccurate or incomplete.

**Digital Signature**

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

**Document Action**

\* Submit this document as: **APPROVED** ▼

Routing List: **ROBOHELP** ▼

Additional Remarks:

> [View Cost Comparison](#)

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

**Submit Completed Document**

> [View Results of Approval Action](#)

Figure 5-9: Digital Signature Screen - Authorization

Be sure that the authorization and expenses are compliant with policy before submitting the document as **APPROVED**. Use the following steps to complete the action:

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 that the traveler has requested on this document. If you do not want to approve the document, and if you prefer to return it to the traveler instead of adjusting it yourself, you may select **RETURNED**.

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

**Note:** The **Submit this document as** drop-down list contains stamps that are based on your role in DTS. In general, you should only use the **APPROVED** stamp or the **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 5-10). 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.

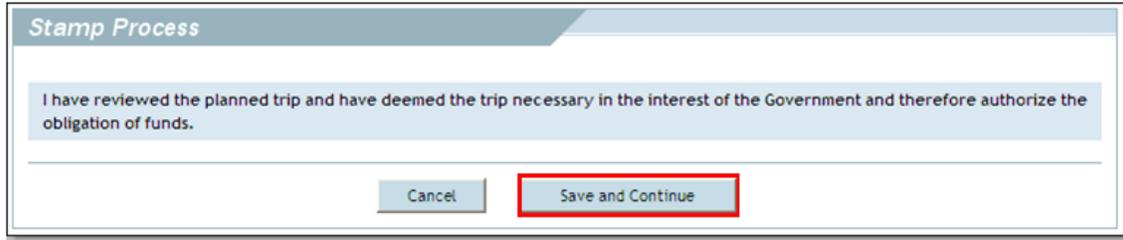


Figure 5-10: Stamp Process Screen - Authorization

4. Select **Save and Continue**.

Once the authorization has been approved, the Fund Authorization screen opens (Figure 5-11). It shows the amount that was obligated for the trip and the balance remaining on the line of accounting (LOA).

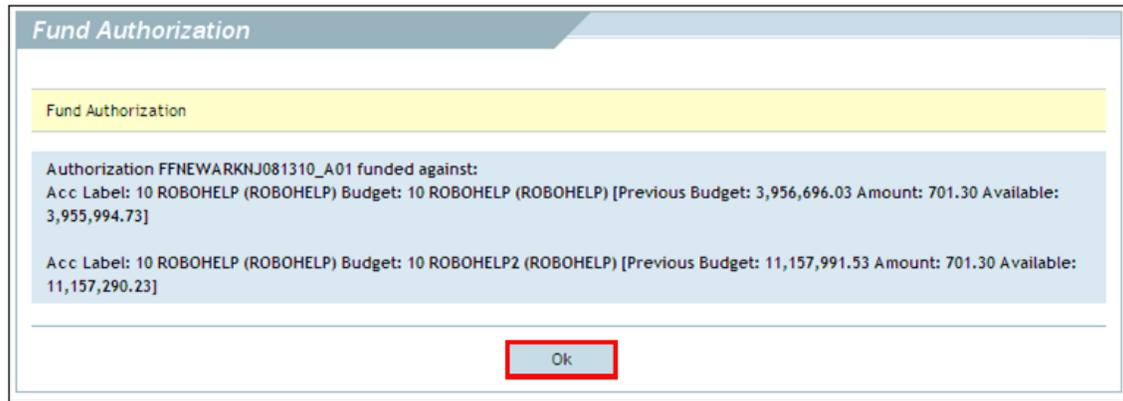


Figure 5-11: Fund Authorization Screen

5. Select **OK**.

The Stamping Result screen opens (Figure 5-12).

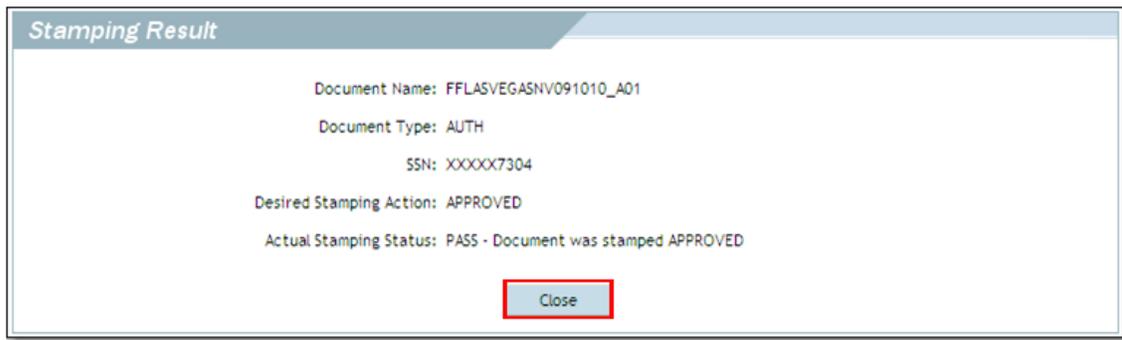


Figure 5-12: Stamping Result Screen

6. Select **Close**.

You have approved the authorization.

## 5.2 Certifying Vouchers in DTS

Your main responsibility as a CO is to ensure and verify that payments made by the Federal Government are legal, proper, and correct. This verification involves certifying that all elements stated on the voucher are legal and computed accurately.

Remember, that an AO also serves as the CO when approving a voucher, if no CO is designated on the routing list. Since the majority of DoD routing lists do not contain a separate CO, these instructions are generally intended for AO use.

The following list suggests some of the items for which you are responsible and that you need to verify:

- Expenses must be valid, both the type and the amount.
- Receipts must be attached for all lodging and expenses that exceed \$75.
- 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.
- Methods of reimbursement must be correct for each expense type:
  - Travelers with a GTCC must use the card to 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 centrally billed account (CBA). In this case, the method of reimbursement will be Comm Air (Central Bill).

The initial steps for voucher review are identical to the steps for authorization review. After you receive an e-mail 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 in an authorization, it is quite long (Figure 5-3 [top section], Figure 5-5 [middle section] and Figure 5-13 [bottom section]). The voucher Preview Trip screen differs slightly from the authorization Preview Trip screen; below the Accounting Summary there is a Disbursing Summary that identifies any amount that has already been paid to the traveler (Figure 5-13).

**Note:** The Disbursing Summary is important because it is used to calculate 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:                                | 10 DEFAULT <a href="#">View</a> | Accounting Code:      | 10 DEFAULT <a href="#">View</a><br>SDN: M2017510TONZ2HR<br>CIC: M2017510TONZ2HR |
| DEBT:   | \$200.00                        | DEBT:                 | \$200.00  |
| LODGING:  | \$763.00                        | LODGING:              | \$763.00  |
| M&IE:   | \$532.50                        | M&IE:                 | \$532.50  |
| 10 DEFAULT Sub Total:                           | \$1,495.50                      | 10 DEFAULT Sub Total: | \$1,495.50  |
| Calculated Trip Cost:                           | \$1,495.50                      | Calculated Trip Cost: | \$1,495.50  |
| Disbursing Summary                              |                                 |                       |   |
| Total Prior Payments:                           | \$1,495.50                      |                       |   |
| Balance Due US:                                 | \$0.00                          |                       |   |
| Net Distribution                                |                                 |                       |   |
| Personal(S):                                    | \$0.00                          |                       |   |
| Individual GOVCC(S):                            | \$0.00                          |                       |   |
| Total(S):                                       | \$0.00                          |                       |   |
| Document Totals                                 |                                 |                       |   |
| Actual/Estimate                                 |                                 | Baseline Trip         |   |
| DEBT:   | \$200.00                        | DEBT:                 | \$200.00  |
| LODGING:  | \$763.00                        | LODGING:              | \$763.00  |
| M&IE:   | \$532.50                        | M&IE:                 | \$532.50  |
| Calculated Trip Cost:                           | \$1,495.50                      | Calculated Trip Cost: | \$1,495.50  |
| Advances and Scheduled Partial Payments Summary |                                 |                       |   |
| No Advances requested.                          |                                 |                       |   |
| No Scheduled Partial Payments Requested.        |                                 |                       |   |
| <a href="#">Proceed To Other Auths</a>          |                                 |                       |   |

Figure 5-13: Preview Trip Screen - Voucher (Bottom)

Use the following steps to certify the voucher:

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

The Receipts screen opens (Figure 5-14).

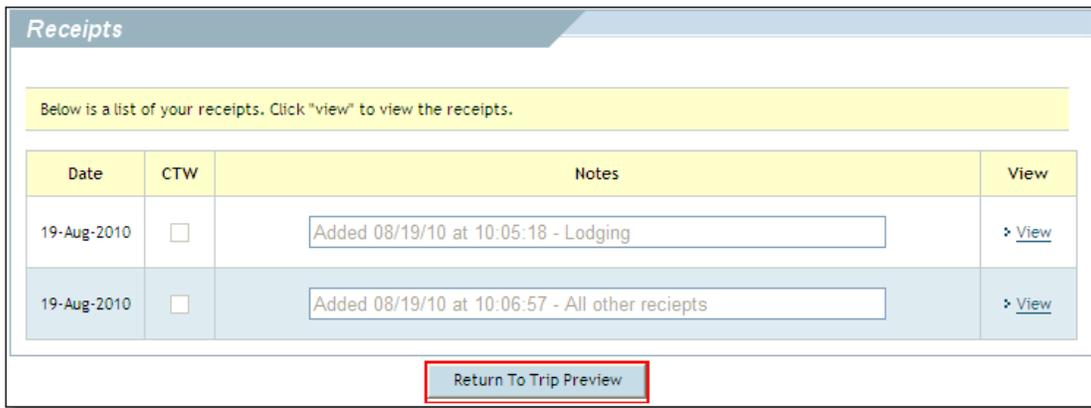


Figure 5-14: Receipts Screen

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

- All lodging expenses
- All other expenses that exceed \$75
- Any other receipts or documents required by your local business rules

2. Select **Return to Trip Preview** to return to the Preview Trip screen.

3. Select **Document History**.

The Document Route Status screen opens (Figure 5-4). 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 5-3, Figure 5-6, and Figure 5-13).

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 aspect of 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 Authorizations and Pre-Audit Trip Screens - Voucher

The Other Authorizations screen (Figure 5-7) and Pre-Audit Trip screen (Figure 5-8) display any additional authorizations, flagged items, and advisory notices that were generated by selections the traveler made or were triggered by DTS, based on the trip details. These screens display as described for authorizations in Sections 5.1.2 and 5.1.3, however, the voucher information may be different from what was approved on the authorization. When certifying a voucher, it is very important to review both screens.

1. Verify the accuracy and completeness of the other authorizations (Figure 5-7).
2. Select **Save and Proceed to Pre-Audits**.  
-OR-  
Select **Pre-Audit** on the navigation bar.
3. The Pre-Audit Trip screen opens (Figure 5-8).
4. Verify that the traveler sufficiently justified the items flagged by the preaudit.
5. Review any advisories.
6. Select **Proceed to Digital Signature**.

## 5.2.3 Digital Signature Screen - Voucher

The Digital Signature screen is where you apply the APPROVED stamp to a voucher (Figure 5-15). It is also the screen on which you initiate other routing actions, such as returning a document to the traveler if anything appears to be inaccurate or incomplete.

Figure 5-15: Digital Signature Screen - Voucher

Use the following steps to approve a voucher, which automatically certifies it for payment:

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

By selecting **APPROVED**, you are assuming pecuniary liability for all payments that the traveler has requested on this document. Be sure that the voucher and expenses are compliant with policy before selecting **APPROVED**. If the voucher contains inaccurate or ineligible claims, you may select **RETURNED** to return the voucher to the traveler. Be sure to include remarks that identify the issues so that the traveler can make corrections and resubmit the voucher.

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

The Stamp Process screen opens (Figure 5-16).

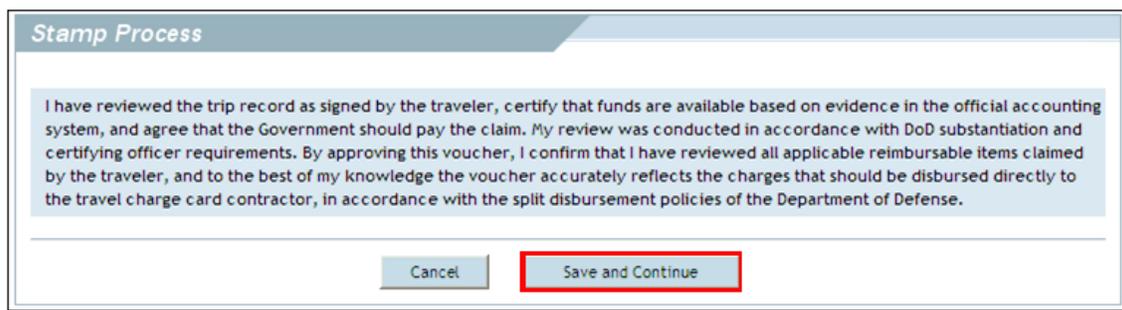


Figure 5-16: Stamp Process Screen - Voucher

4. Read the paragraph that states that you have fulfilled your responsibilities associated with approving the document and that the Government should pay this claim.
5. Select **Save and Continue**.

The Fund Voucher screen opens (Figure 5-17). It displays the amount of the voucher being funded as well as the balance remaining on all decremented LOAs.

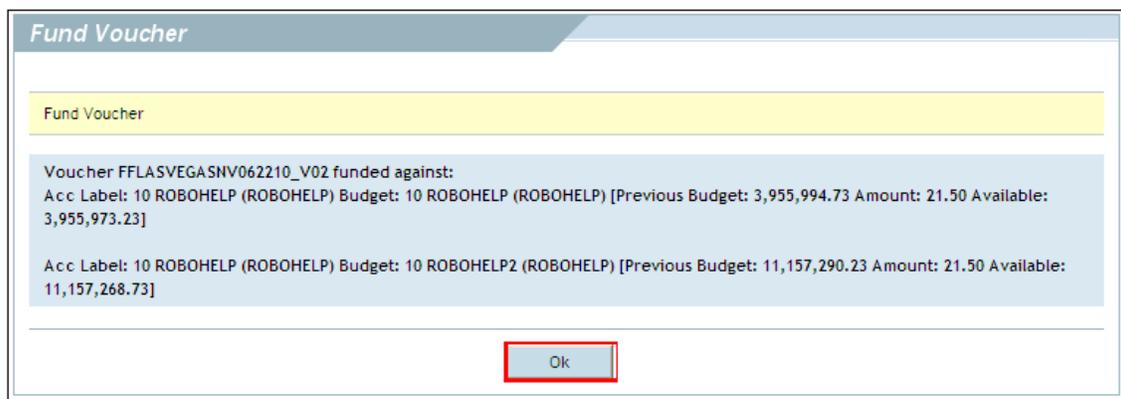


Figure 5-17: Fund Voucher Screen

6. Select **OK**.

The Stamping Result screen opens (Figure 5-18).

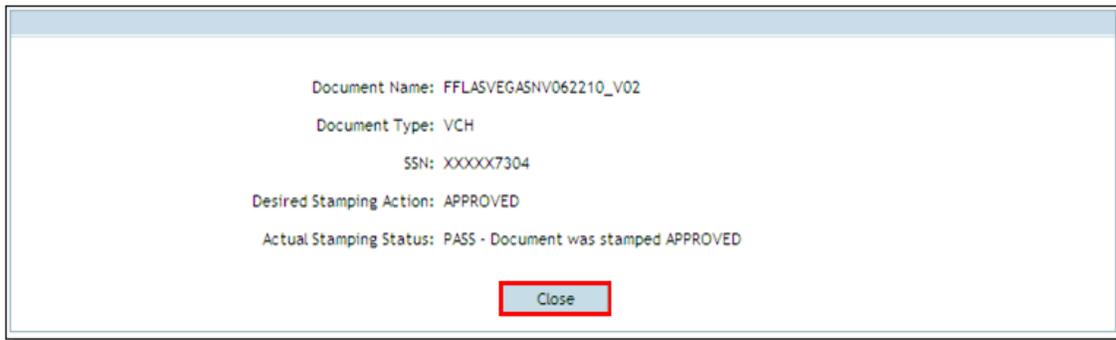


Figure 5-18: Stamping Result Screen

7. Select **Close**.

You have approved the voucher.

### 5.3 Certifying Local Vouchers in DTS

The procedure for certifying a local voucher is similar to the certification procedure for a voucher, but there are fewer elements to review. The Preview Trip screen is shorter (Figure 5-19).

**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:**

**Comments to Approving Official**

Comments:

No Comments Available

**Expenses**

**Non-Mileage:**

| Date          | Expense Type     | Event Purpose | Actual Cost | Allowed Cost | Method Of Reimbursement |
|---------------|------------------|---------------|-------------|--------------|-------------------------|
| 06/03/10      | Registration Fee | DTS Symposium | \$100.00    | \$100.00     | GOVCC-Individual        |
| <b>Total:</b> |                  |               |             | \$100.00     |                         |

**Mileage:**

| Date                          | From Location | To Location | Expense Type                         | Event Purpose | Odometer Miles | One-Way Miles Cost | POC Rate | Net Cost |
|-------------------------------|---------------|-------------|--------------------------------------|---------------|----------------|--------------------|----------|----------|
| <a href="#">View</a> 06/03/10 | Arlington     |             | In-and-Around Mileage - Private Auto | DTS Symposium | 80.0           | 0                  | 0.5      | \$40.00  |
| <b>Total:</b>                 |               |             |                                      |               |                |                    |          | \$40.00  |

**Accounting Summary**

Accounting Code: 10 CONFERENCE [View](#)

MILEAGE: \$40.00

REG. FEES: \$100.00

10 CONFERENCE Sub Total: \$140.00

Calculated Trip Cost: \$140.00

**Disbursing Summary**

Total Prior Payments: \$0.00

Balance Due US: \$0.00

**Net Distribution**

Personal(\$): \$40.00

Individual GOVCC(\$): \$100.00

Total(\$): \$140.00

**Document Totals**

MILEAGE: \$40.00

REG. FEES: \$100.00

Calculated Trip Cost: \$140.00

Save And Proceed To Pre-Audit

Figure 5-19: Preview Trip Screen - Local Voucher

## CHAPTER 6: SUMMARY

As an Authorizing Official or Certifying Officer (AO or CO), you are a steward of tax-payer money and are responsible for exercising great care when approving reimbursement of payments to travelers. You have pecuniary liability for any errors that you make, whether intentional or not. The only way to protect yourself from pecuniary liability is to be thorough, diligent, proactive, and honest when approving funds for travel and certifying vouchers for payment.

Taking the appropriate training courses will help you to understand the approval process, pecuniary liability, and your rights as an AO or CO. In addition, you should become familiar with other documents that establish the policies that affect you in this role and the resources that provide guidance and help you to protect yourself from pecuniary liability. See Appendix D. 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 Web site.

## 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 LOA?*

A. Contact your Finance Defense Travel Administrator (FDTA) for guidance and additional funding.

Q. *What should I do if I'm unsure about the legality of an expense?*

A. Refer to the *Joint Federal Travel Regulation / Joint Travel Regulation*. If you do not find the answer, refer to locally established procedures.

Q. *Where can I find more information about policies?*

A. See the Defense Travel Management Office Web site and Appendix D of this guide.

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

A. Typically, yes, it is still valid. The *DoD Financial Management Regulation*, Vol. 5, Ch. 33, paragraph 330601 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.

However, your service or organization may have a policy mandating reaccomplishment of DD Form 577s upon the reassignment of the appointing authority. If so, and if your appointing authority is subject to frequent reassignment, you may consider having the appointing authority delegate the responsibility downward to someone with more projected longevity in their position - unless such action is precluded by your business rules. For example, if the appointing authority is an organization's commander, who may be reassigned after two or three years, the commander may delegate the appointing authority to a civilian who is expected to remain in the current role for a longer period of time.

## APPENDIX B: GLOSSARY

### Glossary

|  |   |
|--|---|
| Accountable Official   | A person who is responsible for providing information or services that result in certification of vouchers for payment. See Departmental Accountable Official.  |
| Agency Program Coordinator (APC)   | An agency employee who acts as the liaison between the travel card contractor and agency cardholder.  |
| Authorizing Official (AO)  | The official at the end of the routing list who has been designated in writing to approve TDY travel authorizations.  |
| 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 (CO)  | A military member or civilian employee of the Department of Defense (DoD) appointed in writing to certify a voucher for payment. See Certification.   |
| Departmental Accountable Official  | An individual who is responsible for providing information or services to a CO that the CO directly relies upon when certifying vouchers for payment. These officials are pecuniarily liable for erroneous payments resulting from their negligent or fraudulent actions. See Accountable Official.   |
| Disbursing   | The act of paying public funds to entities to whom the Government is indebted; the safeguarding of public funds; and the documenting, recording, and reporting of these transactions.   |
| Disbursing Officer   | An officer or employee of a Federal department or agency, or other individual designated to make payments with Government money according to applicable laws and regulations.   |
| 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<br><br>(also referred to as an Illegal, Incorrect, or Improper Payment). | <p>A fiscal irregularity resulting from processed payments that do not comply with laws and regulations.</p> <p>For example, an erroneous payment results from:</p> <ul style="list-style-type: none"> <li>• Overpayment to a payee</li> <li>• Two or more payments to a payee for the same entitlement</li> <li>• Payment to the wrong payee</li> <li>• U.S. Treasury check issue overdraft in some cases</li> <li>• Shortage caused by negotiation of both an original and a substitute U.S. Treasury check</li> <li>• Shortage caused by a negotiation of both an original and a recertified U.S. Treasury check</li> <li>• Payment based on fraudulent, forged, or altered documents (usually)</li> <li>• Payment made in violation of a law or regulation</li> </ul> |
| Fiscal irregularity  | Irregularity resulting from physical losses of funds or erroneous payments.   |
| Illegal, incorrect, or improper payment  | See Erroneous payment   |
| Negligence   | The failure to act as a reasonably prudent person would act under similar circumstances.  |
| Pecuniary liability  | Personal financial liability for fiscal irregularities of COs and AOs as an incentive to protect the Government against errors and theft.   |

**Glossary (Continued)**

|                       |  |
|-----------------------|--|
| Preaudit flag         | Notification that some aspect of a travel document is not in compliance with regulation. DTS displays these items on the Preaudit Trip screen, prior to AO approval. |
| Relief from liability | Action taken by someone with legal authority to release an AO or CO from pecuniary liability.  |
| Voucher               | A document that is certified by a CO and is the basis on which a disbursing officer makes a payment.   |

**APPENDIX C: DOCUMENT CHECKLISTS**

We recommend that AOs use checklists while reviewing travel documents for accuracy and completeness. This section contains three sample checklists.

## C.1 Sample Authorization Checklist

Table C-1: Sample Authorization Checklist

| AUTHORIZATION CHECKLIST                              |  |
|--|--|
| <b>Review Items</b>                                  |  |
|  | Verify that this trip is necessary for the mission.  |
|  | Verify that sufficient funds are available.  |
|  | Verify that all locally mandated procedures have been followed.  |
| <b>Preview Trip Screen</b>                           |  |
|  | Review the constructed travel worksheet if one is attached:<br>Select <b>Substantiating Records</b> . (See Section 9.3 of the Document Processing Manual). |
|  | Review all comments in the top sections of the screen.   |
| <b>Starting Point - All Locations - Ending Point</b> |  |
| All Locations  | Verify that each per diem location is identified correctly.  |
| All Reservations                                     | Verify that the correct method of reimbursement is used.   |
|  | Verify that the mode of travel is advantageous to the Government. If it is not, be sure to limit the traveler's reimbursement.                             |
| Air Travel   | If air travel is indicated, verify that a City-Pair flight is selected.  |
| Rental Car   | If a rental car is indicated, verify that the least expensive compact car is selected. If it is not, check for justification on the Preaudit screen.       |
| <b>Expenses</b>                                      |  |
| Non-Mileage and Mileage                              | Verify that every claimed non-mileage expense is legal, correct, and not duplicated in this or any other part of the authorization.                        |
|  | Verify that every claimed mileage expense is legal, correct, and not duplicated in this or any other part of the authorization.                            |
| <b>Per Diem Allowances</b>                           |  |
| Lodging M&IE   | Verify that the meal rate is correct.  |
|  | Verify that the lodging rate does not exceed the allowed rate. If it does, the traveler will pay the difference unless actual lodging is authorized.       |
|  | Verify that lodging is in accordance with DoD regulations (e.g., FEDROOMS, FEMA approved).   |
|  | Verify that if leave was requested or meals were provided, per diem allowances are correct on the Per Diem Entitlements screen.                            |
|  | Verify that if the military traveler is going TDY to a military installation, military quarters are selected or a non-availability number is provided.     |
|  | Verify that if an overnight flight is used, per diem allowances were correctly adjusted.   |
| <b>Accounting Summary</b>                            |  |
| Accounting Code                                      | Verify that a correct line of accounting (LOA) is selected.  |
| Baseline Trip  | If a link to the worksheet displays, view the worksheet.   |

Table C-1: Sample Authorization Checklist (Continued)

| <b>AUTHORIZATION CHECKLIST</b>     |  |
|------------------------------------|--|
| <b>Other Authorizations Screen</b> |  |
|                                    | Verify that if "Variations Authorized" is required, it is selected and appropriate comments are entered.                     |
| <b>Pre-Audit Trip Screen</b>       |  |
|                                    | Verify that sufficient justification for each flagged item is included.  |
|                                    | Review the constructed travel worksheet if you have not already done so (See Section 9.3 of the Document Processing Manual). |
| <b>Digital Signature Screen</b>    |  |
|                                    | Verify that any important information for the traveler is entered in the Additional Remarks field.                           |

## C.2 Sample Voucher Checklist

Table C-2: Sample Voucher Checklist

| VOUCHER CHECKLIST                             |  |
|---|--|
|   | <b>Review Items</b>  |
|   | Verify that the claimed mode of transportation is consistent with the authorization.   |
|   | Verify that the traveler returned unused paper tickets to the CTO.   |
|   | Verify that sufficient are funds available.  |
|   | Verify that all locally mandated procedures have been followed.  |
| Preview Trip Screen                           |  |
|   | Select Substantiating Records to verify that required documents are attached:<br><input type="checkbox"/> For all lodging expenses<br><input type="checkbox"/> For any expense of \$75 or more<br><input type="checkbox"/> Any other paper documents required to support claimed expenses<br><br>Review the attachments to make sure that they:<br><input type="checkbox"/> Are legible<br><input type="checkbox"/> Are valid for this trip and traveler<br><input type="checkbox"/> Include a traveler-signed DD1351-2, if an NDEA signed the voucher |
|   | Review all comments in the top sections of the screen.   |
| Starting Point - All Locations - Ending Point |  |
| All Reservations                              | Verify that a CTO fee was not entered twice (automatically by DTS and claimed under Other Transportation) unless more than one ticket was issued.  |
| Air Travel                                    | Compare amount entered for airfare with the receipt to verify that:<br><input type="checkbox"/> Amount claimed matches receipt<br><input type="checkbox"/> Airfare was not claimed twice   |
| Rental Car                                    | Compare amount entered for rental car with the receipt to verify that:<br><input type="checkbox"/> Traveler did not claim rental car reimbursement for unauthorized days or leave days<br><input type="checkbox"/> Amount claimed matches receipt<br><br>Verify that a rental car was not claimed twice (automatically by DTS and entered as a non-mileage expense).   |
| Lodging                                       | Verify that amount claimed matches receipt.<br><br>Verify that the lodging claim does not include nonreimbursable items (e.g., minibar items and movies).<br><br>Verify that separately reimbursable items are entered as the non-mileage expenses (e.g., room tax and Internet connectivity).<br><br>Verify that lodging was not claimed twice (automatically by DTS and entered as a non-mileage expense).<br><br>Verify that the lodging is in accordance with DoD regulations (e.g., FEDROOMS, FEMA approved).                                     |

Table C-2: Sample Voucher Checklist (Continued)

| <b>VOUCHER CHECKLIST</b>        |   |
|---------------------------------|---|
| <b>Expenses</b>                 |   |
| Non-Mileage Expenses            | Verify that expenses reflect the actual expense amount.   |
|                                 | Verify that the currency conversion rate is provided and correct for all purchases in foreign currency (not required for Government Travel Charge Card [GTCC] purchases).                       |
|                                 | Verify that 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 nonmileage expense is legal, correct, and not duplicated in this or any other part of the voucher.  |
|                                 | Verify that the traveler used their GTCC for reimbursable expenses.   |
| Mileage Expenses                | Verify that every claimed mileage expense is legal, correct, and not duplicated in this or any other part of the voucher.   |
| <b>Per Diem Allowances</b>      |   |
|                                 | 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. |
|                                 | Verify that excessive travel days were taken as leave.  |
|                                 | If the lodging rate exceeds the published 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 the member traveled to a military installation, verify that Government quarters are selected or a non-availability number is provided.   |
| <b>Accounting Summary</b>       |   |
| Accounting Code                 | Verify that a correct line of accounting (LOA) is selected.   |
| <b>Disbursing Summary</b>       |   |
| Net Distribution                | If this is a negative amount, notify the traveler that they owe the Government this amount.   |
| <b>Document Totals</b>          |   |
|                                 | Review all sections for accuracy.   |
| <b>Pre-Audit Trip Screen</b>    |   |
|                                 | Verify that sufficient justification for each flagged item is included.   |
|                                 | Review the constructed travel worksheet if you have not already done so (See Section 9.3 of the Document Processing Manual).  |
| <b>Digital Signature Screen</b> |   |
|                                 | Verify that any important information for the traveler is entered in the Additional Remarks field.  |

### C.3 Sample Local Voucher Checklist

Table C-3: Sample Local Voucher Checklist

| LOCAL VOUCHER CHECKLIST         |  |
|---------------------------------|--|
| <b>Review Items</b>             |  |
|                                 | Verify that sufficient funds are available.  |
|                                 | Verify that all locally mandated procedures have been followed.  |
| <b>Preview Trip Screen</b>      |  |
|                                 | Review all comments in the top sections of the screen.   |
| <b>Expenses</b>                 |  |
|                                 | Verify that the traveler used their Government Travel Charge Card (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 currency conversion rate is provided and correct.  |
|                                 | Verify that every claimed nonmileage expense is legal, correct, and not duplicated in this or any other part of the voucher. |
|                                 | Verify that claimed expenses are travel related.   |
| Mileage Expenses                | Verify that regular commuting mileage or costs have been entered correctly.  |
|                                 | Verify that every claimed mileage expense is legal, correct, and not duplicated in this or any other part of the voucher.    |
| <b>Accounting Summary</b>       |  |
| Accounting Code                 | Verify that a correct line of accounting (LOA) is selected.  |
| <b>Disbursing Summary</b>       |  |
| Net Distribution                | If this is a negative amount, notify the traveler that they owe the Government this amount.                                  |
| <b>Document Totals</b>          |  |
|                                 | Review all sections for accuracy.  |
| <b>Pre-Audit Trip Screen</b>    |  |
|                                 | Verify that sufficient justification for each flagged item is included.  |
| <b>Digital Signature Screen</b> |  |
|                                 | 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/fmr/09/09\\_02.pdf](http://comptroller.defense.gov/fmr/09/09_02.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/fmr/05/05\\_appendix\\_e.pdf](http://comptroller.defense.gov/fmr/05/05_appendix_e.pdf)

*DoDFMR*, Volume 5, Chapter 33: Certifying Officers, Departmental Accountable Officials, and Review Officials” [http://comptroller.defense.gov/fmr/05/05\\_33.pdf](http://comptroller.defense.gov/fmr/05/05_33.pdf)

*DoDFMR*, Volume 9, Chapter 3: “Department of Defense Government Travel Charge Card (GTCC)” [http://comptroller.defense.gov/fmr/09/09\\_03.pdf](http://comptroller.defense.gov/fmr/09/09_03.pdf)

*DTS Document Processing Manual*, Chapter 6: “Route and Review” [http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP\\_6.pdf](http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_6.pdf).

*Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR)* <http://www.defensetravel.dod.mil/perdiem/trvlregs.html>

“Postpay Review: Common Errors Found,” Defense Travel Management Office (DTMO) Web site DTS [http://www.defensetravel.dod.mil/Events/Docs/2010\\_DTA\\_Seminar-DTS\\_Post\\_Pay\\_Common\\_Errors.pps](http://www.defensetravel.dod.mil/Events/Docs/2010_DTA_Seminar-DTS_Post_Pay_Common_Errors.pps)

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

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

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