

## TRAVEL AO Checklist for Post-Travel Pre-Payment Approval

The following list should be reviewed and completed by the Authorizing/Approving Official (AO) for uniformed member TDY/PDT (PCS) travel as well as civilian employee TDY travel. This list serves as a work aid and does not supersede or replace regulation or policy.

References: Joint Travel Regulations (JTR), CG Supplement to the JTR, Federal Travel Regulations (FTR), Personnel and Pay Procedures Manual (PPPM) PPCINST M1000.2 (series)

Please verify that the following are correct, attached, completed, or available upon request:

- Verify TONO, Fund Type, and Lines of Accounting (LOA) are accurate. AOs must verify that a sufficient obligation exists in FPD and that all advances have been declared prior to approving any travel settlement. If obligated amount is less than the estimated cost, notify funds manager for increased obligation prior to approval of claim.
- Review copy of Authorization/Orders & Amendments, signed by Authorizing Official and Traveler, ensure entitlements are clearly explained and whether transportation was purchased through an IBA, or Centrally Billed Account (CBA).
- Conduct an administrative review of the travel claim to ensure that the mission was completed and travel expenditures including reimbursable expenses were reasonable, justified, and consistent with the mission.
- Itinerary is recorded properly and contains all required and supporting information for settlement and payment.
- If local travel mileage is included in itinerary, ensure Local Method travel box is checked.
- Confirm non-availability of Government facilities for commercial lodging if government lodging is directed (MBR only).
- Receipts - A valid and itemized receipt is required when costs are incurred and claimed for individual expenses of \$75 or more; all lodging, all common carrier transportation and all rental/special conveyance expenses (*these receipts are mandatory even if the expense was less than \$75*). Copies are accepted.

Commercial Transportation - Ensure traveler used the TMC for travel arrangements or sufficiently explain deviation from use. If the TMC is not used, AO is required to provide a policy constructed cost cap using City Pairs fare. If City Pairs cap is not available the AO is required to determine the lowest available economy fair cap and list the cost limit on the orders or amendment.

Rental Vehicle/Special Conveyance - use must be provided on authorizations/orders for full reimbursement. Rental reservations through the TMC, currently ADTRAV, are mandatory. Third party reservations or rental of a vehicle class without an upgrade provided on the authorization/order will limit reimbursement to the standard available compact class rate limit. A valid receipt is required. Prepaid fuel is not authorized.

Lodging – A copy of the itemized final lodging receipt for all lodging claimed regardless of the amount. Ensure traveler used the TMC for lodging arrangements or sufficiently explained deviation from use.

Note: Ensure the lodging receipt or statement of lost/unobtainable receipt is itemized and includes the single room rate (monthly amount on leases), applicable daily taxes, dates of lodging, name of establishment/landlord/leasing office, full address and contact information (phone number or email address). For TLE, ensure the lodging location is in accordance with JTR 0206.

Conference Travel – Must be authorized on the orders, and members attending a conference must have a CG-8 approved Conference Attendance Form on file in accordance with the Conference Guide, available on CGPORTAL

Verify accuracy of payment for the following items:

<input type="checkbox"/> Lodging	<input type="checkbox"/> M&IE (TPAX)	<input type="checkbox"/> Dislocation Allowance (DLA)
<input type="checkbox"/> Mileage	<input type="checkbox"/> Actual Expense (if authorized)	<input type="checkbox"/> Temporary Lodging Expense (TLE)
<input type="checkbox"/> Airfare/TMC fee	<input type="checkbox"/> Reimbursable items	<input type="checkbox"/> Vehicle Processing Center (VPC)

Utilize remarks to explain any miscellaneous discrepancies.

If claim is electronic

- verify **Entitlements** tab for daily Calcs and Reimbursables
- verify use of split disbursement (if applicable) and total entitlement on **Computations** tab
- verify TONO and Line of Accounting on **Financial** tab
- verify in **Manage Images** that documents attached are in PDF files only; documents can be scanned in one PDF file

AO must remind traveler that all documents should be maintained for a minimum of 6 years 3 months.