

some off-line procedures are required. Some examples are:

- a. Premium class travel
  - b. Leisure travel in conjunction with official travel
  - c. Constructive travel
  - d. Group authorizations
  - e. House hunting in conjunction with a permanent change of station
  - f. Patriot Express travel
  - g. Prisoner transport
  - h. Permanent duty travel.
3. The AO has pecuniary liability for erroneous payments if an investigation determines the payments in question were the result of fraud or negligence on the part of the AO.
4. The AO must ensure that the traveler uses the correct forms of payment to pay for travel arrangements. Some examples are:
- a. Rental car (GOVCC)
  - b. Airline ticket (IBA or CBA)
  - c. Hotel (GOVCC)
5. The AO must ensure proper expense items were used, for example:
- a. From home to the airport is “Taxi Terminal” or “Pvt Auto Terminal”.
  - b. While at the TDY location it is “Taxi TDY”.
6. All hotel taxes can be combined on a daily or per trip basis and do not have to be separately itemized.
7. All rental car taxes and fees can be rolled up into the total cost and do not have to be itemized.
8. The AO must know and understand the regulations and policies that govern him/her in the performance of his/her duties (these are available through links on the DTMO and DTS websites). Some examples are:
- a. Joint Federal Travel Regulations (JFTR), Appendix O which governs travel for uniformed members
  - b. Joint Travel Regulations (JTR), Appendix O which governs travel for civilians
  - c. DoD Financial Management Regulation (DoD FMR), Volume 9, Chapter 2 pertains to travel using DTS
  - d. DTS Document Processing Manual
  - e. GSA airline City Pair Program IAW JFTR/JTR, Appendix P
  - f. JFTR/JTR Appendix G, Miscellaneous Expenses on Official Travel
9. The AO must ensure that all travelers use their GOVCC, if they have one. (Reference DoD FMR, Volume 9, Chapter 3).



## AO Checklist and Helpful Tips

Below is a partial list of duties and responsibilities that an Authorizing Official (AO) must be aware of when processing authorizations and travel vouchers in the Defense Travel System (DTS).

For more information on travel issues, please visit our website:  
[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil).

### Authorization

1. AOs must approve the travel authorization (TA) before the travel agent can buy air and rail tickets.
2. AOs must approve/authorize advances and partial payments in DTS ensuring that the traveler follows DoD travel policy when requesting advances.
3. AOs must approve amendments related to centrally billed account (CBA) payments initiated by the local Transportation Officer.
4. Unless they are not available, regulations require travelers to book travel arrangements through their supporting commercial travel office (CTO). CTOs will also provide enroute assistance as needed.

### When reviewing an authorization an AO should consider the following:

1. Is this TDY trip necessary?
2. Is the number of travelers appropriate for the mission?
3. Are sufficient funds available?
4. Is the fund cite/line of accounting correct?
5. Were correct procedures followed for requesting premium class air travel and the proper flag officer (or civilian equivalent) approval attached?
6. Did the traveler choose a city pair flight? If not, is the reason consistent with DoD travel policy?
7. Is the mode of travel the most advantageous to the government?
8. Is a rental car needed?
9. Is the rental car being shared by multiple travelers going to the same TDY site?
10. Did the traveler provide justification if other than a compact car was requested?
11. Does the authorization provide for “variations authorized”, if required? (This authority should NOT be routinely granted).

12. Did the traveler leave at a reasonable travel time?
  13. Is the per diem location correct (it must be the location of the TDY mission – not where the traveler is spending the night or the airport they are flying into)?
  14. Has the traveler provided a nonavailability number if the TDY is to a military installation, the installation has available transient billeting, and the traveler is booking commercial lodging (military only)?
  15. Is lodging above per diem (actual expense allowance) necessary? This authority is requested on the Per Diem Entitlements (PDE) screen.
  16. If a commercial lodging property has not been approved by the Federal Emergency Management Agency (FEMA) (i.e. complies with government safety requirements), did the traveler justify its use?
  17. Are there any registration fees? What does the fee cover? Registration fees are considered training and normally should be paid through the use of a purchase card. If any meals are provided, proportional meal rate may apply to those days. See the PDE screen.
  18. Was leave taken during the trip and properly documented IAW local personnel policies? Have you reviewed the Per Diem Entitlements screen to ensure entitlements have been correctly adjusted?
  19. Did the traveler use the appropriate form of payment to pay for travel arrangements? If not, did they justify it?
  20. If travel is to a foreign country, have appropriate theater and country clearances been obtained outside DTS? Does the authorization reflect that all appropriate actions (e.g., medical and security processing) have been accomplished?
  21. The AO must ensure that sufficient justification for each travel policy exception is included in the comments section so that the information is readily available for auditors.
6. Were long distance calls for home/family in accordance with JFTR/JTR, Appendix O?
  7. Did the traveler claim gas for a rental car and also pay for prepaid gas on the rental contract?
  8. Did the traveler claim hotel taxes for foreign locations (the per diem for foreign locations includes all taxes)?
  9. Did the traveler claim reimbursement for airline or rail tickets charged to a CBA? CBA charges are billed directly to the government not the traveler. AOs must be aware of Service and organizational policy on use of CBAs when travelers have an individually billed account (IBA). Review the expense summary of the travel voucher. Tickets that have been charged to a CBA show as “Com. Car –C” while IBA billed tickets show as “Com. Car –I”.
  10. Unless an airline ticket was reissued, travel agent fees must not be paid as a “Non-mileage Expense” if the fee shows up on the trip preview screen with the air or rail details.
  11. AOs must ensure travelers are not double paid for rental cars as both a “Non-mileage Expense” and in the trip overview screen.
  12. Did the traveler select the correct method of reimbursement (government travel charge card (GOVCC) or personal) for each reimbursable expense?
  13. Did the traveler complete the voucher with the actual expenses within 5 work days of returning from travel?
  14. Did the traveler properly account for any meals provided (e.g., as part of a registration fee)?
  15. Are all required receipts (all lodging expenses, any individual expense for \$75 or more - including airline and rail tickets) and other substantiating documents (e.g. premium class travel authorization) electronically attached to the voucher by being scanned or faxed IAW DoD FMR, Volume 9, Chapter 2? Any receipts or other supporting documentation not electronically attached must be retained by the AO’s office for six years and three months after voucher approval.
  16. Did the traveler follow correct procedures for returning unused or partially unused tickets IAW the organization’s local policy?

### **Voucher**

AOs must review and approve travel vouchers for payment.

### **When reviewing travel vouchers, the AO must consider the following:**

1. Did the traveler add expenses not previously approved on the authorization?
2. Has the voucher been reviewed against the authorization prior to certification?
3. Were all actual reimbursable expenses claimed (e.g. ATM fees)?
4. Was the mode of travel consistent with the authorization?
5. Were any claimed long distance calls authorized?

### **AO Helpful Tips**

1. A traveler’s recent charges on their government charge card can be viewed in DTS through a link on the Non-mileage Expense screen
2. The traveler or AO must make proper annotations in the record when