

## Checklist for Post-Travel Approval

The following provides a list of items that shall be reviewed by the authorizing official in the pre-payment stage of a temporary duty (TDY) claim. The following compliance type items are based on requirements contained in the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JFTR), Appendix O.

Please verify the following are attached, completed, or available upon request, as required.

- Signature of traveler or electronic signature if automated on claim.
- Authorizing Official's (AO) signature on claim for authorization of TDY, arrangements, and obligations of funds to pay for the trip.
- Copy of Authorization & amendments signed by AO, ensuring entitlements are clearly explained and whether transportation was purchased through GTA account or individual account.
- Compare claim to authorizations to ensure accuracy of claim.
- Itinerary portion of trip recorded properly containing all required and supporting information for settlement and payment.
- Confirm non-availability of Government facilities for commercial lodging if government lodging was authorized.
- Valid lodging receipt or traveler's written lost receipt statement as to why one was not furnished. Ensure that the statement is itemized and includes single room rate, daily taxes, dates of lodging, and name and address of hotel.
- Valid receipts for reimbursable expenses over \$75 and any mandatory receipts to include conference fees, tuition. Information on whether meals were included in cost of these fees. If receipts are unavailable, obtain a written detailed lost receipt statement from the traveler as to why they were not furnished.
- Ensure member used CTO for travel arrangements or sufficiently explain deviation from CTO.
- Verify accuracy of payment for the following items:
  - o Lodging
  - o Mileage
  - o Airfare
  - o M&IE
  - o AE/SAE
  - o Reimbursable items
  - o ATM surcharges
  - o Other expenditures (please specify)
- Explain miscellaneous discrepancies