

- (Optional) **Reference Number**.
- (Optional) **Comments to the AO**.

Expenses - Non-Mileage

- All claimed non-mileage expenses are accurate, authorized, allowable; support official travel; and are not duplicated in any part of the voucher (e.g., a rental car reserved in DTS does not also appear as a non-mileage expense).
- The traveler used a GTCC to pay for official reimbursable expenses, unless exempt under the GTCC regulations.
- For expenses paid in a foreign currency, the claim is converted to dollars and the currency conversion rate is provided and correct (not GTCC purchases).

Expenses - Mileage

- All mileage expenses are accurate, authorized, allowable, and are not duplicated elsewhere.
- The traveler used DTOD for en route mileage claims (From and To locations are listed), and reasonable odometer mileage to official locations for in-and-around mileage claims.
- If POV was used, the daily commute mileage or cost was subtracted.

Substantiating Documents

- All required receipts (i.e., for expenses of \$75 or more) are attached, legible, match the amount of the claim, fall within official travel dates, and support official travel.
- All other required documents are attached, are legible, and support official travel.

Accounting

- The correct LOA is added. If multiple LOAs are used they are displayed, and costs are correctly distributed between them.
- If the traveler's transportation reimbursement (constructed travel) is limited, the **Calculated Trip Cost** in the **Allowed** column accurately reflects the traveler's reimbursement.

Review Financial Summary Screen

- **Expense Summary** is correct.
- **Credit Summary** is correct. If this is a negative amount, notify the traveler of the debt.

- **Entitlement Summary** displays the GTCC and Personal amounts. Confirm split disbursement amounts are reasonable and reflect an attempt to fully pay the balance of the GTCC.

Pre-Audit Trip Screen

- All justifications are sufficient, to meet compliance and per local policy. When required, all reason codes are present and are acceptable.
- No advisory notice identifies a potential improper payment (e.g., traveler's document reflects a rental car, but there is no fuel expense claimed).

Digital Signature Screen

- The proper status stamp displays (APPROVED for AOs) OR an allowable alternative (e.g., RETURNED).
- **Additional Comments** contain all required data.

3 Common DFAS Post Payment (PPR) Audit Findings

Top reasons for improper payments include:

- Airfare - Paid with invalid or no receipt
- Airfare - Not paid or paid incorrectly
- Lodging - Paid with invalid or no receipt
- Lodging - Not paid or paid incorrectly
- Lodging Tax (CONUS) - Not paid or paid Incorrectly
- Rental Car - Paid with invalid or no receipt
- Rental Car - Unauthorized expense
- Meals - Incorrect rate paid
- T-ENTERED (NDEA) - No signed DD 1351-2 or SF 1164 attached or an incorrect format
- Incomplete voucher - data missing or incorrect
- Local travel - Not payable or paid incorrectly
- Duplicate expense within a voucher
- Duplicate voucher



Authorizing Official: Checklist

The Authorizing Official (AO) determines whether travel is necessary and appropriate to the mission, ensures that all expenses claimed by the traveler are valid, and authorizes or approves the valid expenses IAW the Joint Travel Regulations (JTR).

AOs should be familiar with the Improper Payments Elimination and Recovery Act (2010) and DoDIG report 2016-127, which identify key concepts for ensuring proper payments and preventing GTCC misuse.

For more information on approving travel documents, see the [AO Desktop Guide](#)

We recommend AOs use this checklist when reviewing travel documents for accuracy and completeness.

Except where indicated, it presents information in the order shown on the **Review Trip Authorization**, **Voucher**, and **Local Voucher** screens.

1 Authorization & Checklist

Trip Details

- Trip type is correct (most common is **Temporary Duty Travel - Routine**).
- Trip purpose and description are correct.
- Trip dates are correct.
- The **Conference/Event Name** indicates the name of a conference or "Not Applicable".
- If used, the **Reference** and **Comments to the AO** are sufficient.

Trip Start, TDY Locations, and Trip End

- All official locations are correct (e.g., if duty is at a base, location entered isn't a city).

- All arriving and departing dates are correct.

If air or train is used:

- Travel schedules are reasonable and support the mission (e.g., no extra travel time without leave indicated, no unauthorized circuitous travel).
- Only authorized options are used (e.g., no unauthorized premium class seating, flights are City Pairs, or are properly justified on the **Other Auths** and **Pre Audits** screen).

If a rental car is used:

- Pick-up and drop-off locations, dates, and times are reasonable and support the trip (e.g., required for daily transportation at the TDY).
- The car is the least expensive compact car, or is properly justified on the **Other Auths** and **Pre Audit** screen.

If lodging is used:

- Hotel check-in and check-out dates and times are reasonable and support the trip (e.g., no unauthorized days without leave indicated).
- No exempted tax types are claimed, if travel is to a tax-exempt state.
- One of the following applies:
 - The traveler used the required lodging type.
 - The traveler provided a certificate of non-availability (CNA) number when required by the JTR and ILP.
 - The traveler adequately justified non-use of the required lodging type.
- One of the following applies:
 - The lodging rate is at or below the locality per diem rate.
 - You authorized actual lodging.
 - The traveler will pay the extra cost, in excess of the maximum allowable nightly lodging rate.
 - DTS correctly limited their lodging reimbursement, if ILP rules apply. See the [DoD ILP Guide](#) for more on lodging rules.

Reservation Expenses and Other Expenses - Authorization

- All reimbursable expenses are accurate, authorized, allowable and not duplicated in any part of the trip.

- All mileage allowances are accurate, authorized, allowable, and not duplicated elsewhere in the document. The traveler used the DTOD for en route mileage, and reasonable odometer mileage to official locations for in-and-around mileage.

Reservation Expenses and Other Expenses - Voucher

- All claims are necessary for official travel.
- Estimates are removed and costs updated to actuals.
- Traveler paid for all official trip expenses with GTCC unless a GTCC exception applies.
- Traveler contacted the TMC to request a refund for any unused or partially used tickets. Voucher displays correct airfare total (minus the refund amount).
- All required receipts (i.e., expenses of \$75.00+ and all lodging) are attached, legible, match the claimed amount, fall within official travel dates (except authorized early expenses like restricted airfare), and support official travel.
- The currency conversion rate is provided and correct for all purchases using foreign currency (does not apply to GTCC expenses).
- Lodging taxes are claimed correctly (i.e., valid **CONUS** taxes and fees are claimed separately from daily lodging).
- The lodging claim is properly divided between lodging allowance and reimbursable expenses, and does not include non-reimbursable expenses.

Substantiating Documents

- If a Constructed Travel Worksheet is required, it is attached, legible, and correctly filled out.
- All other required documents (e.g., restricted airfare checklist) are attached and legible.
- If the voucher is T-Entered, a completed and signed DD 1351-2 by the traveler is attached.

Per Diem

- Each day reflects the appropriate allowances. If duty conditions require changes to the standard allowances (e.g., leave, field duty, provided meals, cross IDL-travel), each day reflects the correct, adjusted amounts.
- **OCONUS** valid lodging taxes and fees are included as part of the daily lodging amount.

Accounting

- The correct LOA is added. If multiple LOAs are used

they are displayed, and costs are correctly distributed between them.

- If you limited the traveler's transportation reimbursement (constructed travel), the **Allowed** column must accurately reflect the traveler's reimbursement limitation.
- For partial payments, trip expenses are correctly divided into 30-day increments with the proper LOA.
- For an advance, the LOA is correct.

Review Financial Summary Screen

- If **Balance Due US** is not \$0.00, traveler has been notified of the debt.
- Confirm split disbursement amounts are reasonable and reflect an attempt to fully pay the balance of the traveler's GTCC account.

Other Auths and Pre Audits Screen

- All displayed **Other Authorizations** are necessary and all essential **Other Authorizations** are recorded.
- Comments under **Other Authorizations** are sufficient, per local policy.
- All justifications are sufficient, to meet compliance and per local policy. When required, all reason codes are present and are acceptable.
- No advisory notice identifies a potential improper payment (e.g., traveler's document reflects a rental car, but there is no fuel expense claimed).

Digital Signature Screen

- The valid status stamp is displayed – either your default stamp (APPROVED for AOs) OR an allowable alternative (e.g., RETURNED).
- **Additional Comments** contain all required data.

3 Local Voucher Checklist

Trip Details

- **Document Name** is correct.
- **Local Voucher** dates are correct.
- Attending a **Conference/Event**. If yes, **Conference** or **Event** is identified.

1. Choose the **Name** of the person you want to delegate your signature authority to.

2. Select **Delegate Authority** to confirm your decision.
3. Close the window to exit the screen.

6 Remove Signature Authority

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

1. On the **DTS Dashboard**, select **Administration > Delegate Authority**. The **Delegate Authority** screen opens.

2. Select **Remove Authority**. A pop-up appears, asking you to confirm that you want to stop delegating your approval authority to that individual.
3. Select **Remove Authority** to stop delegating your signature authority.
4. Close the window to exit the screen.


7 AO Responsibilities & Helpful Tips

AOs who work in DTS must be appointed as Certifying Officers in accordance with DoD FMR, Volume 5, Chapter 5. As an AO, you may be held pecuniarily liable for erroneous payments resulting from the negligent performance of your duties.

AO responsibilities include but not limited to:

- Only authorize travel that is necessary for the mission and payments that are accurate, authorized, and allowable.
- Approve all amendments initiated by a CBA Specialist for CBA reconciliation.
- Follow the rules for a restricted airfare use and when required complete the proper approval form and attach it to the authorization.
- Process all requests for premium class travel outside DTS IAW Component directives. If approved, ensure a copy of the premium class approval is attached to the travel document as a substantiating record.
- Ensure leave days are properly reflected in document (when leave is approved) to reduce overpayment risk.
- Verify long term travel (e.g., trips greater than 45 days) documents contain SPPs to lesson GTCC delinquencies.

AO Helpful Tips:

- Under **Trips Awaiting Action** use the  download icon to generate a report for documents requiring action. You can save **My TAA Queue** list to your pc.
- Follow the JTR and your organization's local business rules for complete guidance regarding all document types (authorizations, vouchers, and local travel).
- If a TDY is cancelled, curtailed, interrupted due to official purposes, or for other reasons beyond the traveler's control then the AO may authorize or approve reimbursement of non-refundable deposits, prepaid rent, late and early departure fees, or cancellation fees limited to the remaining lodging and tax expenses that would have been paid. See the JTR.



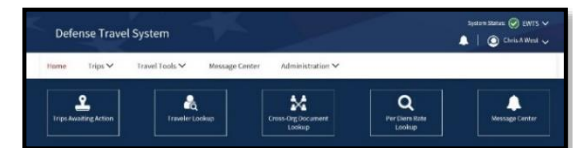
Review and Approve Travel Documents: AO Instructions

The review and approval process begins when a DTS authorization, voucher, or local voucher routes to you for review or approval. DTS emails you when a new travel document is in your queue. This trifold will assist Routing Officials who review and approve travel documents in the Defense Travel System (DTS).

The [Joint Travel Regulations \(JTR\)](#) specifically identify what you can approve, and do so with the full force of the law behind them.

1 Review and Approve Travel Documents


1. On the **DTS Dashboard**, select **Trips Awaiting Action**. The **Trips Awaiting Action** screen opens showing a card for each document. **Note:** You can select the **Sort By** menu to manage the document listing.



2. Select the button in the lower right corner of the card for the document you want to review. The **Review Trip** screen opens.

2 Review Trip Details

Carefully review the entire contents on the **Review Trip** screen for travel compliance. Where necessary:

- Select **Go to <module>** links to see information that is not listed on the **Review Trip** screen.
- Verify the traveler used the transportation type most advantageous to the Government to meet the mission. If not, follow the JTR for reimbursement policy.
- Be sure to access the **Enter Expenses** screen, and thoroughly verify the entered expenses.
- For each expense, select **Details** link to view **Info**, **Notes**, and any attached documents (e.g., receipts, CTW). **Note:** View single attachments or view all files by using the  **Download all attachments** icon.

Key Items for Authorizations:

- Use the **AO Checklist** (Trifold) or defined local process for the specific requirements you need to look out for when approving travel documents.
- Ensure the traveler followed the JTR and ILP on Government Quarters use. If the trip requires a certificate of non-availability (CNA) number, be sure it is accessible in the document.
- If lodging requires cancellation, verify the lodging provider supplied the cancellation confirmation number and it is accessible in the document.

Key Items for Vouchers:

- Select the **View GTCC Transactions** icon to see charges to the traveler's IBA.
- Confirm traveler contacted the TMC to request a refund for any unused or partially used tickets, and credit posted to the GTCC. Ensure correct airfare total (minus the refund amount) displays in the voucher.
- Verify an accurate lodging receipt is included and receipts for any individual expenses of \$75.00 or more.
- Ensure entered expenses are valid and match the attached receipts.
- Confirm the right method of reimbursement (MOR) is reflected for each entered expense (e.g., per diem is GTCC, if a cardholder).
- Check the **Entitlement Summary** page for the GTCC and Personal amounts. Confirm split disbursement amounts are reasonable and reflect an attempt to fully pay the balance of the GTCC.

- When using a NDEA to process the voucher, verify the traveler completed and signed the DD 1351-2 and it's attached. DTS prohibits signing and approving when T-Entered vouchers are missing the required documentation. The missing receipt or DD 1351-2 data appears as an audit fail on the **Digital Signature** page.

3 Review Other Auths & PreAudits

1. Select **Other Auths** and **Pre-Audits** on the **Progress Bar**.
2. Carefully view the travel document's **Other Authorizations**, **Pre-Audit Flags**, and **Advisories**.

Note: **Other Authorizations** require **Comments**, while **Pre-Audits** require **Justifications** and at times **Reason Codes**.

4 Sign and Submit

1. Select the **Sign and Submit** on the **Progress Bar**. The **Digital Signature** window appears. It provides details for **Document History** and the **Document Status**.



DOCUMENT STATUS *
APPROVED

2. Ensure your default stamp (e.g., **APPROVED** for AOs) appears in the **Document Status** field.

Note: If the travel document contains any errors, the best practice is to select **RETURNED**, so the traveler can fix them. Be aware, DTS requires you to enter a comment, when you return a trip.

3. Select **Submit Completed Document**. A **Confirm Submission** statement appears.
4. Select **Confirm and Continue**. The **Confirmation** window opens and document routing begins when successful.



If unsuccessful, DTS provides the reasons why.



Note: Organizations must enter annual or quarterly targets into the **DTS Budget Tool** before travel begins. DTS uses the **Budget Tool** to track travel funds for the Fiscal Year (FY). When the FDTA loads the available funds is based upon your local business rules.

Note: The most common reason that the AO can't approve a trip is not enough funds in the DTS Budget or the LOA on the document does not exist in the **DTA Maintenance Tool** with a corresponding budget Item.

- If you receive an error regarding the Budget or a LOA, contact the FDTA or BDTA (a DTA with permission level 3) for assistant to resolve the error.

Other errors preventing approval could be:

- Voucher is missing required documentation (e.g., receipts or DD 1351-2).
- POS ACK not received on the authorization prevents the voucher approval.

Once the necessary corrections occur, review the trip and approve per travel compliance.

To exit the window, select **Go To Homepage** at the bottom of the screen.

5 Delegate Signature Authority

You can delegate your signature authority to another Routing Official when you are away from the office (local business rules permitting). This ensures that someone reviews or approves travel documents while you are away.

The person delegated to perform your duties must meet all requirements (e.g., permission levels, appointment letters, training) for the role, but they do not need to be on the routing list.

When you delegate your signature authority, DTS routes the travel document to you and the person to whom you delegated authority.

To delegate your **Signature Authority**:

1. On the **DTS Dashboard**, select **Administration > Delegate Authority**. The **Delegate Authority** screen opens.