

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

The following list provides items that should be reviewed by the authorizing official (AO) in the pre-payment stage of a temporary duty (TDY) claim and are based on requirements contained in the Joint Federal Travel Regulations (JFTR, App. G) or the Federal Travel Regulations (FTR), and the 3PM.

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

- Verify TONO, Fund Type, and lines of accounting (LOA) are accurate IAW funds manager.
- Copy of Authorization & amendments with accurate TONO and LOA on each, signed by AO, ensuring entitlements are clearly explained and whether transportation was purchased through GTA account, individual account or centrally billed account (CBA). **Paper claims must have original signatures of the traveler and AO and signatures must be in blue ink.**
- Compare claim to authorizations to ensure accuracy of claim and all expenses are authorized.
- Verify advance is annotated for liquidation if an advance was issued
- Itinerary portion of trip recorded properly and contains all required and supporting information for settlement and payment.
- If local travel mileage is included in itinerary, ensure Local travel box is checked.
- Confirm non-availability of Government facilities for commercial lodging if government lodging was authorized.
- Receipts -- Any authorized necessary expense that is \$75 or over must be accompanied by a valid, itemized, receipt and any mandatory receipts to include (*these receipts are mandatory even if the expense was less than \$75*);
  - Conference Fee/Registration – Must be authorized on the travel order. List all meals included in the cost of the fees, by meal and the dates.
  - Lodging - A copy of the itemized lodging receipt for all lodging claimed regardless of amount.
  - Rental Vehicle - A copy of the finalized rental vehicle receipt (The use of a rental vehicle must be authorized on the travel order). The Travel Management Office (TMC/CTO/SATO) must be used to make reservations.
  - Commercial Transportation – A copy of the valid itemized receipt with travelers name and type of payment (Individual Billing Account (IBA) or Central Billing Account (CBA)). Use of the Travel Management Office (TMC/CTO/SATO) is mandatory.

Note: Ensure the **lodging receipt** or lost lodging receipt statement (<http://www.uscg.mil/ppc/travel/LostLodgingReceipt.pdf>) 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). All other itemized receipts or lost receipt statements (<http://www.uscg.mil/ppc/travel/receipts.pdf>) must include total amount, name of establishment, full address, and contact information (phone number).

- Ensure traveler used TMC/CTO/SATO for travel arrangements and used the CA/YCA fare or sufficiently explain deviation from either.
- Verify accuracy of payment for the following items:
  - Lodging
  - Mileage
  - Airfare
  - M&IE
  - Actual Expense (AE/SAE/AELP/SAELP)
  - Reimbursable items
  - ATM surcharges
  - Phone calls
  - Other expenditures
- Utilize remarks to explain any miscellaneous discrepancies
- If claim is electronic
  - o verify daily expenses
  - o verify calculations tab for reimbursable amounts
  - o verify use of split disbursement on financial tab when applicable
  - o verify line of accounting and total entitlement amount on financial tab
- Verify if charges were placed to a government IBA or CBA.
- Authorizing Official's (AO) signature on claim for authorization of travel, arrangements, and obligations of funds to pay for the trip. If obligated amount is less than the ESTIMATED COST, notify funds manager for increased obligations to cover the travel prior to approval of claim. **Paper claims must have original signatures of the traveler and AO and signatures must be in blue ink.**
- AO must remind traveler that all documents should be maintained for a minimum of 6 years 3 months for verification/audit when and if requested.
- All paper travel claims (1351-2) submitted to PPC (tv1) must have original travelers and AO signatures in **blue ink**, claims (1351-2) cannot be certified to be a true copy, and claims must have all original signatures. All travel orders and amendment to orders submitted to PPC (tv1) that accompany the travel claim must have an original AO signature in **blue ink**, copies of orders must be certified to be a true copy with an original signature in **blue ink**.