| **Travel Authorization (TA) Checklist:** Items Funds Certifiers must look for when approving authorization expenses. |
| --- |
| **Policy** |
| [ ]  | Verify the travel is necessary and there is a programmatic need. |
| [ ]  | Review the travel type and purpose selected are adequate and acceptable, especially for the following:* Long-term training is defined as a travel assignment of 16 or more class days.
* Long-term travel is defined as a travel assignment of 31 or more calendar days.
* Taxable long-term travel is defined as travel to one location continuously for 365 days or longer.
 |
| [ ]  | Verify the out of policy justifications are adequate and acceptable. |
| [ ]  | Verify the travel is in compliance with laws, policies, and guidance (i.e., 3 Key Elements of Appropriations Law –Amount, Purpose, and Time, FAA Travel Policy, DOT Travel Card Policy). |
| [ ]  | Verify the required documentation is attached in the Attachments section or as an Expense level attachment (notated in the Alerts column), such as:* Cost comparison, or
* Written authorization (e.g., use of external funding, claiming actual expenses authorization to use business/first class of service).
 |
| **Expenses** |
| [ ]  | Verify the prudent use of Federal funds and that the travel is the most cost effective for the Government. |
| [ ]  | If actual expenses are being claimed for lodging and/or M&IE, ensure they are pre-approved on the authorization. |
| **Accounting** |
| [ ]  | Verify the DELPHI accounting string is correct.* Generally, travel is charged to the sub-expenditure type level and not to the primary expenditure type. An exception is for site visit travel, defined as 21000 in the FAA Financial Manual.
* If travel crosses fiscal years, verify **only current FY accounting codes** are selected (see *Travel Services Year-End Procedures* document for more information).
 |
| [ ]  | If funding from another organization is being used, attach written authorization from the Funds Certifier who owns the funds in the Attachments section. |
| **REGIS**(For more detailed data entry requirement information, reference the [*OPS, F&E, R,E&D, AIP Administrative and Personnel, and Reimbursable Data Entry Requirements for FAA Transactional Systems: E2, PCPS, US Bank, PRISM, REGIS, and FMS* SOP](https://my.faa.gov/content/dam/myfaa/org/staffoffices/afn/finance/sop/data-entry-requirements-sop.pdf) document).  |
| [ ]  | Ensure sufficient funds are available. |
| [ ]  | Enter the information in required fields of cuff record in compliance with LOB/SO requirements, such as:* Name of traveler,
* Travel dates, and
* TA Number.
 |
| [ ]  | Enter the REGIS Transaction ID in the Remarks section of the TA. |

| **Travel Voucher (TV) Checklist:** Items Funds Certifiers must look for when approving voucher expenses. |
| --- |
| **Policy** |
| [ ]  | Verify the out of policy justifications or flagged items are adequate and acceptable. |
| [ ]  | Verify the required documentation is attached in the Attachments section or as an Expense level attachment (notated in the Alerts column), such as:* Receipts,
* Approvals, and/or
* Justifications.
 |
| [ ]  | Verify the traveler submitted their voucher within the required timeframe:* Travelers are required to submit their TV within five business days of the last day of travel as specified on the approved TA.
* Travelers performing long-term travel (i.e., over 31 days) must submit an incremental TV once every 21 days.
 |
| **Expenses** |
| [ ]  | Verify the TV expenses match the authorized amount. E2 will automatically flag TVs with a total amount 15% higher than the amount authorized on the TA. |
| [ ]  | Review the charges for accuracy and legitimacy, such as: * Parking expenses when the traveler was not authorized a rental car. This excludes parking a Privately Owned Vehicle (POV) at the originating airport.
* Parking expenses charged outside the duration of the trip.
* Differences between the “departing from” and “returning to” locations or additional site locations (i.e., multi-city trip).
* Excessive cab fares.
* Alcohol expenses.
 |
| [ ]  | Verify the receipts match the amounts claimed.  |
| [ ]  | The following receipts must be retained for reimbursement in the Attachments section: * Transportation (e.g., airfare or rail).
* Checked baggage fees (regardless of amount).
* Lodging showing a zero balance.
* Rental car.
* Fuel for rental car (regardless of amount).
* Any other expense over $75.
 |
| **Accounting** |
| [ ]  | If funding from another organization is being used attach written authorization from the Funds Certifier who owns the funds in the **Attachments** section. |
| [ ]  | Verify the DELPHI accounting string is correct.* If travel crossed fiscal years, verify there are two lines of accounting (see *Travel Services Year-End Procedures* document for more information).
 |
| [ ]  | Reimbursement for a foreign exchange rate is calculated for the amount charged at the point of sale versus the exchange rate at the time which the TA was created. * The Travel Policy Office suggests using the exchange rate charged on the travel card statement and attaching as backup documentation in the Attachments section. Make sure the travel card number is omitted or blacked out.
 |
| **REGIS** |
| [ ]  | Verify sufficient funds are available. |
| [ ]  | Update REGIS record with actual travel charges and update the radio button from Authorization to Voucher. |