| The following checklists detail the items Approvers must look for when approving travel expenses. |
| --- |
| **Voucher Summary Page** |
| [ ]  | Review any warning messages displayed at the top of the Voucher Summary page and confirm expense “Pay To” method discrepancies are corrected by the traveler prior to approval. |
| **Airfare** |
| [ ]  | Verify the invoice receipts (not itinerary) for airfare and checked baggage fees are uploaded to E2 in either:* Receipts and Attachments section of the voucher, and/or
* Expenses section as an attachment (notated in the Alerts column).
 |
| [ ] [ ]  | Verify the airfare selected is a government contract fare under the Travel Policy Justifications section. Contract fares are identified as –CA (capacity controlled fare) or YCA (discounted unrestricted fare). DG (discounted government) fares are not government contract fares. –CA fares should be chosen when possible, but YCA fares are also acceptable.If the airfare is not a contract fare and the price is higher than the contract fare, verify there is a valid justification for the selection under the Explanation column. Valid justifications may include but are not limited to:* No contract fares are available in time to accomplish the purpose of the trip, or
* Use of a contract fare would incur unnecessary overnight lodging costs.
 |
| [ ] [ ]  | Verify the air cabin class is coach under the Travel Policy Justifications. If the cabin class is business or first, verify there is a valid exception for the traveler to use this class. Exceptions may include but are not limited to: * Special need or disability, or
* Outside of the continental United States (OCONUS) flight time of more than 14 hours.

Written approval is required from the Administrator’s office to use business or first class. Verify the traveler uploaded an approved [*Request for Approval of First-Class or Business-Class Accommodations* form](https://my.faa.gov/content/dam/myfaa/tools_resources/travel/Request-Approval-First-Class-Business-Class-Accommodations-Form.pdf) and [memo](https://my.faa.gov/content/dam/myfaa/tools_resources/travel/Premium-Class-Travel-Approval-Procedures.pdf) in E2 in the Attachments section. |
| [ ]  | If the flight is OCONUS, verify that a US Flag Ship Carrier is used (Fly America Act). If the flight is with a foreign air carrier, verify there is a valid exception for the traveler to use this carrier. Exceptions may include but are not limited to:* The flight is provided under a code share agreement (i.e., the carrier is foreign but the flight number is a US flag carrier number),
* Use of a US carrier would extend travel time by 24 hours or more, and/or
* Travel is wholly within one foreign country and there are no U.S. flag air carriers or code share air carriers operating in the country.
 |
| **Rail** |
| [ ]  | Verify the receipt for the rail expenses are uploaded in E2 in either:* Receipts and Attachments section of the voucher, and/or
* Expenses section as an attachment (notated in the Alerts column).
 |
| [ ] [ ]  | Verify the rail cabin class is coach under the Travel Policy Justifications. If the cabin class is business or first, verify there is a valid exception for the traveler to use this class. Exceptions may include but are not limited to: * Coach class is not available in time to accomplish the purpose of the trip, or
* Special need or disability.

Written approval is required from the Administrator’s office to use business or first class. Verify the traveler uploaded an approved [*Request for Approval of First-Class or Business-Class Accommodations* form](https://my.faa.gov/content/dam/myfaa/tools_resources/travel/Request-Approval-First-Class-Business-Class-Accommodations-Form.pdf) and [memo](https://my.faa.gov/content/dam/myfaa/tools_resources/travel/Premium-Class-Travel-Approval-Procedures.pdf) in E2 in the Attachments section. |
| **Rental Car** |
| [ ]  | Verify the final receipt (not estimate) for the rental car including rental car gas are uploaded in E2 in either:* Receipts and Attachments section of the voucher, and/or
* Expenses section as an attachment (notated in the Alerts column).
 |
| [ ]  | Verify there was no additional insurance, fees, and/or upgrades (e.g., GPS) by reviewing the detailed receipt and Expenses section in the voucher.**Note**: Insurance may be accepted during foreign travel, but must be declined otherwise. |
| [ ]  | Verify the rental car is a compact car under the Travel Policy Justifications section. If the rental car is another class of vehicle, verify there is a valid exception for the traveler to use this class. Exceptions may include but are not limited to: * Special need or disability,
* Cost of the other class of vehicle is less than or equal to the cost of the least expensive compact car, and/or
* Additional room is required to accommodate multiple employees authorized to travel together in the same rental vehicle.
 |
| **Lodging** |
| [ ]  | Verify the lodging receipt are uploaded in E2 in either:* Receipts and Attachments section of the voucher, and/or
* Expenses section as an attachment (notated in the Alerts column).
 |
| [ ]  | Verify the lodging receipt contains the following information:* Receipt amount matches the amount claimed in the Expenses section of the voucher,
* Traveler’s name on receipt matches the name on the E2 profile,
* Dates of the receipt are within the trip dates of the voucher, and
* Receipt is itemized showing date, location, daily rate, taxes, and total amount billed.
 |
| [ ] [ ]  | Verify the lodging amount does not exceed the per diem lodging rate for the Temporary Duty (TDY) location. Review [GSA’s Per Diem Rates](https://www.gsa.gov/travel/plan-book/per-diem-rates) for further information.If the amount exceeds the per diem lodging rate for the TDY location, verify that the approval of the higher rate is documented in the Travel Policy Justifications section in the voucher. **Note:** Actual expense for lodging may not exceed 300% of the per diem lodging rate for the TDY location, even if a higher lodging rate is authorized. |
| **Meals and Incidentals (M&IE)** |
| [ ]  | Verify M&IE amounts claimed in the Expenses section of the voucher are the correct per diem rates for the TDY location(s). Review [GSA’s Per Diem Rates](https://www.gsa.gov/travel/plan-book/per-diem-rates) for further information. |
| [ ]  | Verify that only 75% of the TDY locations’ M&IE per diem rates are claimed for the first and last travel dates. |
| [ ]  | Verify that the combined time spent traveling and at the TDY location was greater than 12 hours. **Note**: If time of travel was 12 hours or less, M&IE per diem rates cannot be claimed in the Expenses section of the voucher as they are not reimbursable.  |
| **Other Expenses** |
| [ ]  | Verify that receipts for miscellaneous expenses are uploaded regardless of cost in either:* Receipts and Attachments section of the voucher, and/or
* Expenses section as an attachment (notated in the Alerts column).

**Note:** Miscellaneous Expenses include internet, lodging taxes, parking and ATM fees. A full list of miscellaneous expenses can be found in [FAA Travel Policy, Section 2D1B](https://my.faa.gov/content/dam/myfaa/tools_resources/travel/travel_policy/FAATP-Chapter-2.pdf). |
| [ ]  | Verify that receipts are uploaded for any other expense of $75 or more in either:* Receipts and Attachments section of the voucher, and/or
* Expenses section as an attachment (notated in the Alerts column).
 |
| [ ]  | Verify there are no third party booking fees included in the Expenses section of the voucher (e.g., Expedia, Orbitz) |
| [ ]  | Verify that non-travel expenses are not claimed in the Expenses section of the voucher (e.g., phone charger) |
| [ ]  | Verify foreign currency expenses are converted to USD amounts (i.e., expense amount claimed is not equal to foreign currency amount on expense receipt) |