# Travel Authorization Review

| The following checklist details the items Approvers must look for when approving travel authorizations and vouchers. | |
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| **Reservations** | |
|  | Verify that travel reservations, if required, are displayed on the Reservation section. If not, return the authorization to the traveler/arranger explaining that reservations must be included on the travel authorization to ensure proper automated ticketing occurs. |
| **Airfare** | |
|  | Verify that the air reservation Fare Type selected is a government contract fare (YCA or -CA) under the Reservation section. If the airfare is not a contract fare and the Booked Airfare is higher than the contract fare shown in City Pair Information section, verify there is a valid justification for the selection within the Remarks or Travel Policy Justification section. Valid justifications may include but are not limited to:   * No contract fare for city pair. * Contract flight space unavailable to meet mission. |
|  | 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 justification for the traveler to use this class. Valid justifications may include but are not limited to:   * Special need or disability. * Outside of the continental United States (OCONUS), flight time of more than 14 hours.   Written approval is required from the CFO office to use business or first class. Verify that approval is uploaded within the Attachment section. |
| **Rail** | |
|  | If the rail cabin class is flagged as other than coach under the Travel Policy Justifications, verify there is a valid justification for the traveler to use this class. Valid justifications may include but are not limited to:   * Coach class is not available in time to accomplish the purpose of the trip. * Special need or disability.   Written approval is required from the CFO office to use business or first class. Verify that approval is uploaded within the Attachment section.  **Note:** Even though Acela refers to their lowest available class as business, it is not considered other than coach class and does not require CFO approval. |
| **Rental Car** | |
|  | If the rental car is flagged as other than an economy or compact under the Travel Policy Justification, verify there is a valid justification for the traveler to use this class. Valid justifications 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. * Additional room is required to accommodate multiple employees authorized to travel together in the same rental vehicle. |

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| **Lodging** | |
|  | Verify the lodging amount does not exceed the per diem lodging rate for the TDY location(s) and that leave days are accurately accounted for to ensure lodging is not claimed while on leave. Per diem rates are automatically updated in E2 according to the GSA website: <http://www.gsa.gov/portal/content/104877>. If the amount exceeds the per diem lodging rate for the TDY location, verify there is a valid justification for actual lodging within the Remarks or Travel Policy Justification section. Valid justification may include but is not limited to:   * Higher rate booked – no properties available within per diem.   **Note**: Approval for per diem rates may not exceed 300% of the established rates for the TDY location. |
| **Meals and Incidentals (M&IE)** | |
|  | Verify M&IE amounts displayed in the Expense section are the correct per diem rates for the TDY location(s). Per diem rates are automatically updated in E2 according to the GSA website: <http://www.gsa.gov/portal/content/104877>. |
|  | Verify that only 75% of the TDY locations’ M&IE per diem rates are displayed for the first and last travel dates. |
| **Remarks** | |
|  | Verify that remarks have been added for employees who have been authorized to start/end TDY from an alternate telework location. |

# Travel Voucher Review

| The following checklists detail the items Approvers must look for when approving travel expenses. | |
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| **Trip History** | |
|  | Verify that all levels of approval were completed prior to the trip start date. If approval occurred after the trip start date, look for a justification explaining why approval was delayed. If no justification exists, request written justification from the traveler for the delayed approval. This justification **must** be included with the authorization prior to final approval.   * View Trip History to confirm |
| **Airfare** | |
|  | Verify the receipts for airfare are uploaded to E2 in one of the following places:   * Attachments section of the voucher, or * An attachment under the Expenses section (notated in the Alerts column). |
|  | If the Booked Airfare cost is higher than the round-trip YCA fare, verify there is a valid justification for the selection within the Remarks or Travel Policy Justification section. Valid justifications may include but are not limited to:   * No contract fares are available in time to meet mission requirements. * 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 justification for the traveler to use this class. Valid justifications may include but are not limited to:   * Special need or disability. * Outside of the continental United States (OCONUS), flight time of more than 14 hours.   Written approval is required from the CFO office to use business or first class. Verify that approval is uploaded within the Attachment section. |
| **Rail** | |
|  | Verify the rail expense receipt(s) is uploaded in one of the following places:   * Attachments section of the voucher, or * An attachment under the Expenses section (notated in the Alerts column). |
|  | If the rail cabin class is flagged as other than coach under the Travel Policy Justifications or if the receipt indicates that other than coach class was used, verify there is a valid justification for the traveler to use this class. Valid justifications may include but are not limited to:   * Coach class is not available in time to accomplish the purpose of the trip. * Special need or disability.   Written approval is required from the CFO office to use business or first class. Verify that approval is uploaded within the Attachment section.  **Note:** Even though Acela refers to their lowest available class as business, it is not considered other than coach class and does not require CFO approval. |
| **Rental Car** | |
|  | Verify the receipt for the rental car is uploaded in one of the following places:   * Attachments section of the voucher, or * An attachment under the Expenses section (notated in the Alerts column). |
|  | Verify that the receipt includes a GARS charge of $5/day and no additional insurance, fuel surcharges, or upgrades by reviewing the detailed receipt and Expenses section in the voucher.  **Note**: Insurance may be accepted during foreign travel but must be declined otherwise. |
|  | If the rental car is flagged as other than an economy or compact under the Travel Policy Justification or if the receipt indicates that other than an economy or compact car was used, verify there is a valid justification for the traveler to use this class. Valid justifications 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. * Additional room is required to accommodate multiple employees authorized to travel together in the same rental vehicle. |

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| **Lodging** | |
|  | Verify the lodging receipt(s) is uploaded within the Attachments section of the voucher. |
|  | 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 the receipt matches the name on the E2 profile. * Dates of the receipt are within the trip dates of the voucher. * Receipt must be itemized showing dates, location, daily rate, taxes, total amount billed, and must show zero dollars due. |
|  | Verify the lodging amount does not exceed the per diem lodging rate for the TDY location(s) and that leave days are accurately accounted for to ensure lodging is not claimed.   * Per diem rates are automatically updated in E2 according to the GSA website: <http://www.gsa.gov/portal/content/104877>. * If the amount exceeds the per diem lodging rate for the TDY location, verify that the approval of the higher rate is documented within the Remarks or Travel Policy Justifications section.   **Note**: Approval for per diem rates may not exceed 300% of the established rates for the TDY location. |
| **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). Per diem rates are automatically updated in E2 according to the GSA website: <http://www.gsa.gov/portal/content/104877>. |
|  | Verify that only 75% of the TDY locations’ M&IE per diem rates are claimed for the first and last travel dates. |
| **Other Expenses** | |
|  | The Pay To option for Airfare and TMC fee expenses must have reimbursement directed to either Travel Charge Card or Agency Billed (depending on the form of payment used to pay for airfare).   * If Traveler is displayed as the Pay To, return the voucher to the employee to verify the form of payment used for airfare, and instruct them to correct the Pay To option accordingly and resubmit the voucher for approval. |
|  | Verify there are no third-party booking fees included in the Expenses section of the voucher (e.g., Expedia, Orbitz). |
|  | Verify foreign currency expenses are converted to USD amounts (i.e., expense amount claimed is not equal to foreign currency amount on expense receipt). |
| **Remarks/Attachments** | |
|  | Verify that remarks have been added for employees who have been authorized to start/end TDY from an alternate telework location. |
|  | Verify that receipts are uploaded for any transportation (air, rail, rental car, bus), lodging and any other single expense of $75 or more in one of the following places:   * Attachments section of the voucher, or * An attachment under the Expenses section (notated in the Alerts column).   **Note:** Meal receipts are not required. |
|  | Invitational Travel Only (non-DOT employee):   * Verify signed/paper voucher uploaded within the Attachments section confirming invitational traveler acknowledges reimbursement amount. |