

9 January 2015

Travel Voucher Checklist

1. Have you reviewed the voucher against the authorization?
 2. Were all of the expenses on the voucher on the authorization?
 3. Was the mode of travel consistent with the authorization?
 4. Are trip dates correct in itinerary?
 5. If the travel dates changed from those on the authorization, have the dates of airline tickets, lodging and rental cars been adjusted accordingly?
 6. Are all required receipts (lodging, and any other expense equal to or greater than \$75, including airline Itinerary and other substantiating documentation electronically attached to the voucher by having been scanned or faxed? Have you also included the email from the Travel Officer stating that your travel has been certified mission essential by the NPS President?
 7. Do the dollar amounts on the receipts match the amounts in the voucher?
 - a. If the receipts show charges in a foreign currency, did you convert the dollar amounts using the correct exchange rate?
- (NOTE:** The correct rate is that which was used to convert to dollars on the Visa receipt. If the Visa receipt is not available on the Non-Mileage Receipts page in DTS under “create an expense from a government charge card transaction,” go to www.oanda.com/convert/classic and check the rate for the date of the charge.)
8. If you rented a car and pre-paid for gas, did you make sure not to claim reimbursement for other gas charges?
 9. If leave or non-duty days are noted in the per diem entitlements section of Other Authorizations, did you prorate the rental car cost to have you pay for the days you were not receiving per diem?
 10. If leave or non-duty days are noted in the per diem entitlements section of Other Authorizations, have you eliminated the hotel room charges and hotel tax for those days from the lodging charges.
- (NOTE:** The prorated amount that you owe for the rental car, the lodging and lodging tax charges for leave days, meals charges to the GOVCC, and extra hotel charges, such as movies and minibar, should be included on the “Additional Options|Payment Totals” page under “Add'l GOVCC amt.” so that CitiBank receives the correct amount.)
11. Have you included all GOVCC Expense charges in split payment to CitiBank? (These are available on the Expenses page.)
 12. Are rental car insurance charges present for foreign country rental only?
 13. Are hotel taxes included in the hotel room cost and not listed as a separate expense for OCONUS (foreign country) lodging?
 14. Have you claimed any conference registration fees paid by check or personal credit card on a DD1164 rather than in the voucher?
 - 15 Does the Payment Totals screen show a “Balance Due US?” If so, have you paid the amount due? (Amount to be paid to Travel Office.)