

GovTrip Approving Official's Checklist | 2011

The following can help you meet your responsibilities as an Approving Official when reviewing travel authorizations and vouchers. (Please note: The topics below may apply to travel authorizations and/or vouchers.)

General

- Is the travel necessary (e.g. to help meet mission or strategic plans), and a prudent use of taxpayer dollars?
- Are the departure and arrival dates acceptable to the Agency?
 - If travel is for a conference or other event, are the travel dates close to the event dates?
 - Are holidays, weekends, duty hours, or non-duty included?
- Is the appropriate TDY location selected?
- Is the correct *Destination City* and State/Country selected?
- Is the correct *Trip Type* used?
- Is the appropriate *Trip Purpose* selected?
- Do *Trip Details* and *Trip Purpose Description* conform to USDA's GovTrip Data Entry Requirements?

Transportation and Lodging

- Is the most expeditious method of transportation selected?
- For airfare, review the carrier used, fare selected, and departure locations and times.
 - Are the airfares cost effective (e.g. City Pair, or lower-cost City Pair w/Capacity Limits or restricted fares)?
 - Are the airports and departure times cost-effective?
- Is the lodging near the event location?
- Is the correct *Method of Reimbursement* selected for transportation, lodging and rental cars?

Per Diem

- Confirm the first and last day of travel status reflects only 75% of the M&IE rates
- Are any meals provided at the event? If yes, has the MI&E per diem for those instances been reduced?
- Ensure no per diem is claimed for leave taken while on TDY

Non-Mileage Expenses

- Review expenses, do they meet the regulations? Are they reasonable?
 - If a rental car is requested, is the need, type, and cost appropriate? Could a shuttle bus be used instead?
 - Is the federal government exempt from the state's hotel tax? If not, are taxes/receipts properly entered?
- Validate other expenses requested/claimed

Mileage

- Is the number of miles claimed correct?
- Is the *Method of Reimbursement* correct?

Accounting

- Is the budget year and lines of accounting correct?
- If more than one line of accounting is used, does the document reflect proper distribution?

Receipts

- Is the transportation receipt or boarding passes attached with the actual ticket cost?
- Is the lodging receipt attached and does it match amount claimed? (See lodging tax above)
- Is the rental car receipt attached?
 - Review the receipt; do the dates of rental agree with the GovTrip travel dates?
 - Ensure the renter matches the traveler
 - Are additional gasoline purchases included?
 - Ensure the traveler has not requested reimbursement of insurance
- Are expenses greater than \$75 (or your agency's \$ threshold) being claimed? If so, are receipts uploaded into GovTrip?

Travel Advances (Authorizations only)

- Has a travel advance been requested?
- Is the amount requested excessive?

Pre-Audit Flags

- Ensure all flagged items are justified appropriately

***If GovTrip the document is satisfactory, now you can stamp it APPROVED!
(If not, please notify the traveler/travel arranger of the reasons why – so they can learn!)***