

Common problems and issues causing vouchers to be returned during the first three months of GovTrip:

PROBLEMS:

SOLUTIONS:

LODGING

Separate Lodging Tax from Lodging Claims

Make sure you do not include the lodging tax in the per diem entitlements as this could cause the

Multiple People in Hotel Room

Check your lodging receipt before it is attached to the voucher.

Correct Lodging in Per Diem Entitlements

When verifying your per diem entitlements are correct, make sure

Lodging Paid by Crew Chief- indicate cost per night

if a crew chief paid for your lodging make sure you indicate the cost per night for your portion of the lodging

What were circumstances of lodging friend/relative, camp, crew chief, Gov't Agency

On every voucher you need to indicate the circumstances of your lodging. If you stayed with friends/family, zero out the lodging under per diem entitlements

Lodging Over Per Diem- Need actual expense memo

If your lodging is over per diem, an expense memo is required. This needs to be faxed/scanned into

OTHER AREAS:

T-Entered Stamp Missing Traveler's

If you are using a T-Entered stamp Signature (also used to Invite

Missing Receipts

Please make sure that all necessary receipts for lodging, rental v

Need Legible Receipts

After you fax/scan your receipts into the voucher please make s

Indicate Centrally Billed Claims as method of payment Gov CC

All centrally billed items is non-reimbursable and should not be indicated as reimbursable

Included Expense on Voucher twice

If the itinerary or per diem entitlements include an expense, don

Correct M&IE Under Per Diem Entitlements

If any meals were provided make sure you correct your per diem entitlements to reflect the provided meal(s)

Excluded costs from voucher

The voucher should be a complete picture of the costs associate

