

TRAVELERS CHECK LIST

Trips to be Planned Ahead: Whenever possible, trips should be planned at least a week to ten days prior to departure to provide time to prepare all the necessary documentation, to obtain reservations.

Travel Authorization (TA) and Travel Voucher (TV) Request Form:

Complete the form with as much information as you know about the trip you are requesting. Even if you think your Travel Arranger should already know whether or not you are using ATM, please check the appropriate box.

Travel Arrangers Duties: The Travel Arranger will prepare the TA and TV in GovTrip for the traveler. Travel Authorization requests will be process for trip-by-trip temporary duty travel, monitor itineraries, invoices, proper ticketing and make sure travelers have everything they need and ensure the TA's approved in GovTrip and airline tickets are issued

Purpose of Travel: The purpose of your travel should be clear and detailed.

Justifications: Justifications are required for rental cars, lodging over per diem rate, using personal vehicles (POV), and any other unusual circumstance in the travel plan.

Travel outside Prescribed Duty Hours: If possible, travel should be scheduled so as not to infringe upon an employee's off-duty time. However, there may be times when it will be necessary for travel to begin before or after normal duty hours, on weekends and occasionally on holidays. This does not automatically entitle the traveler to premium/overtime pay or compensatory time. The traveler must be performing actual work in order to receive additional compensation. Travel Comp Time (TCTO) may apply and will need approval prior to travel. (See TCTO rules)

Approval: Employees should not begin to incur expenses until the travel has been authorized and approved by the supervisor.

Annual Leave: Travel may be approved for annual leave in conjunction with travel if no additional costs are incurred by the Government and official travel is not requested for the personal benefit of the traveler, but solely for official business.

Public Transportation: Prudence is the general rule in regards to public transportation.

Preferred Mode of Travel: Airline tickets will be scheduled/purchased through GovTrip. Contract carrier flights are fully refundable/changeable. Less expensive, non-contract carrier (i.e., non-refundable/penalty fare) airline tickets may also be purchased through GovTrip when travel plans are not expected to change. When it is determined that contract carrier airfare use is not advantageous and a vehicle is required for official travel, a Government owned vehicle (GOV) will be used whenever reasonably available. Use of a privately-owned vehicle (POV) will be authorized only when advantageous to the Government; a cost comparison will be done before the travel. Airline tickets incur transaction fees (TMC Fees) GovTrip charges \$4.35, whereas SATO charges \$28.50 for each agent-assisted reservation; each voucher charge is \$15.00. These charges will be displayed on your charge card statement.

Cancellations: Promptly notify your Travel Arranger if airline cancellations occur to avoid being double charged. The Government is not responsible for the cost associated with the traveler's failure to cancel.

Charge Card: Carry your charge card with you on all official Government travel. Travelers are liable for all billed charges on their Government Charge Cards. The Government charge card should not be used for anything other than official government related expenses.

ATM: ATM bank charges are reimbursable if taken out on a Government charge card. This does not apply to personal charge cards.

Submitting Travel Vouchers: Travelers are responsible for reporting **all expenses** (with appropriate receipts) for official travel on the "Travel Voucher Request" form. **Travelers must submit TV request within 5 work days of completion of the trip.**

Personal Funds Used: Your Travel Arranger is not responsible for making the decision to determine what will be reimbursed to you directly vs. what will be paid directly to Government charge card. Specify "Paid with Government Charge Card or Paid with Personal Funds" on the TV request form.

Audits/Returned TVs: When you receive an audit/returned voucher e-mail,

immediately forward the e-mail to your Administrative Specialist for assistance.