

Travel Voucher Checklist

Please review prior to submission of your travel voucher. This will help you get paid faster!

Did you:

- Authorize any unexpected expenses incurred during travel by amending your authorization and getting it re-signed by your approving official?
- Identify your purpose of travel and describe it in the Trip Details portion of the Itinerary screen (i.e., Emergency Travel, Responded to the Clover Fire)? Use this area to document any special circumstances of your trip (ex. Stayed in fire camp and some lodging and meals were provided, stayed with relatives, etc.)
- Indicate a method of travel, whether GOV, GOP, POV, etc.?
- Separate lodging tax from the room charge?
- Check lodging receipt to ensure it doesn't show multiple people in a room? (Unless applicable.)
- Show actual lodging in Per Diem Entitlements (if over OR under per diem)?
- Attach an over Per Diem memo with your documentation, if applicable?
- Zero out the lodging cost if you stayed in fire camp or with friends/family?
- Indicate meals that were provided on the Per Diem Entitlements screen?
- Always attach all necessary receipts and ensure they are legible?
- Attach an authorization for oversize rental car with your documentation, if applicable?
- Enter ALL your expenses, including laundry, taxi, lodging tax, gas for rental, etc.?
- Indicate the correct billing method—do expenses you paid for out of your own pocket show a payment method of “Reimbursable,” and do expenses on your government card show a payment method of “Gov CC”?
- Correctly allocate expenses, if charged to multiple accounting codes?

Please see your administrative assistant for help if you don't know how to fix something!