Check List for Travel Review

TO: **DUE:**

*Traveler:*_____ *Travel Authorization #:*_____

PLEASE RETURN SHEET WITH CORRECTED PACKAGE

- ❑ Block 3 – Travel Purpose is consistent with package is a
- ❑ Block 4 – Dates and destination is consistent with travel arrangements
- ❑ Block 5 – Authorizations are supported in remarks and documentation.
- ❑ Continuing Resolution is noted if applicable.
- ❑ Block 6 – All costs are within FTR and appropriate justification/explanation is in file for anything unusual.
- ❑ Block 7 – All Project Numbers and Cans are correct. OC is correct.
- ❑ Block 8 – Supporting information for Block 5 included.
- ❑ Block 9 – Program approval signature.
- ❑ Block 11 – All trips are noted and ticket class is within FTR.
- ❑ Block 12 – All costs are clearly noted and identified and match the other information in the package.
- ❑ Block 13 – ¾ M&IE travel on 1st & last day. Lodging and M&IE ccording to FTR and anything unusual is noted in file w/ supporting documentation/approval.
- ❑ Annual Leave if applicable.

SUPPORTING DOCUMENATION/JUSTIFICATION:

- ❑ OMEGA itinerary
- ❑ Exception to Travel Management Contract (TMC) for lodging and/or ticket.
- ❑ Conference rate used.
- ❑ Traveler not requesting reimbursement for portion of M&IE, travel, etc.
- ❑ Special CAN being used.
- ❑ Rental Car approval
- ❑ AEA Memo
- ❑ Registration Fee payment mechanism noted
- ❑ The correct forms are being used in the package
- ❑ Sent to AO in GELCO for approval

- ❑ Other_Receipts?___

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- ❑ NOTES:___ _

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