

DOMESTIC/FOREIGN TRAVEL VOUCHER CHECKLIST

Voucher MUST be completed within 5 days of trip return

Traveler Name: _____

Travel Authorization #: _____

Required Documents (hardcopies) **UPLOAD as 1 [Complete File in GovTrip](#)**

- DCTD Travel Voucher Route Slip
- DCTD Travel Voucher Checklist
- GovTrip Travel Voucher (electronically signed & certified)
Required Signatures – Traveler
- ITAS Approval Email from Traveler's Supervisor
- Receipt for Air, Train, etc. (should be printed after trip to ensure proper fees are included)
- Lodging receipt
- Other: (specify) _____
- Travel Voucher Form (with Traveler's signature)

Additional Required Documentation (if applicable)

- Gas receipt for rental car
- Rental car receipt
- Registration confirmation if entered in GovTrip

****NOTE: Receipts are REQUIRED for all expenses \$75 or greater****
****For FOREIGN Travel ONLY – Traveler MUST complete a Trip Report before reimbursements can be issued. Copy NOT required to the ARC****

Samples and forms can be found on the DCTD ARC Website: <http://home.ncifcrf.gov/dctd-arc/>