

DOMESTIC TRAVEL AUTHORIZATION CHECKLIST

Required Lead Time to ARC: 3 week minimum
Over \$10,000 – Required Lead Time to ARC: 8 week minimum

Traveler Name: _____ Travel Authorization #: _____

Required Documents

UPLOAD 1 Complete File into GovTrip

- DCTD Travel Authorization Route Slip
- DCTD Domestic Travel Authorization Checklist
- GovTrip Travel Authorization (also signed electronically)
Required Signatures – Traveler, Traveler’s Supervisor, DEAS Task Leader
- Hotel Confirmation
- Digital Signature page (advanced ticketing date should read 7 days prior to trip)
- Snapshot of flight options with Traveler’s signature (upload into GovTrip)
- Additional Required Documentation, if applicable (from list below)

Additional Required Documentation (if applicable)

- AEA Memo - upload into GovTrip
Use standard memo; approved by Associate Director
- Annual Leave – enter into GovTrip and ITAS; approved by Supervisor;
Attach approved ITAS Leave Approval Email, upload into GovTrip.
Note: One day of AL/Comp Leave can be taken for each night of lodging - up to a maximum of 3 days per TDY trip.
- Cash ticket – Use standard memo; approved by EO, NCI (AO will upload into GovTrip upon approval)
- Comp Time for Travel – enter into GovTrip under Other Authorizations
- Conference Lodging Allowance – can be used for Conferences and Regular Program meeting
- MapQuest print out(s) showing POV mileage – upload into GovTrip
- Registration fee: Purchase Card Holder’s Name: _____
Amount: _____ Meals included in registration fee? YES NO (circle one)
- Non-Contract Carrier – enter justification into GovTrip under Other Authorizations; approved by AO
- Official Duty Activity Memo – upload approved memo into GovTrip
- Premium Class – use standard forms; approved by EO, NCI (AO will upload into GovTrip upon approval)
- Rental Car Form– use Standard Form; approved by the Branch Chief, Upload into GovTrip
- State Tax Exemption – if exemption exists, include this in Traveler’s Packet Folder
- Widely Attended Gathering (WAG) – upload waiver form into GovTrip

Important Notes:

Online booking is STRONGLY recommended. Please contact your Administrative Officer prior to contacting Omega.

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

****For 348 Sponsored Travel, Use Sponsored Travel Route Slip/Checklist****