

## 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 – Travel Planner, Traveler, Traveler's Supervisor, DEAS Task Leader
- Hotel Confirmation
- Airport Comparison Chart
- Additional Required Documentation, if applicable (from list below)

### Additional Required Documentation (if applicable)

- AEA Memo - upload into GovTrip  
Use standard memo; approved by Supervisor
- 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
- 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 Supervisor, 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\*\***