TDY VOUCHER CERTIFICATION CHECKLIST

Y ☐ N ☐ **Is the claim presented on an original travel voucher, typed, or handwritten with an original signature and date or digital signature, or personally submitted in DTS and digitally signed by the traveler?**

Y ☐ N ☐ **Are the basic orders with amendments, if any, attached to the claim? Does the lodging receipt reflect single occupancy?**

Y ☐ N ☐ **If meals were paid for or furnished by the Government at the TOY site, did the traveler indicate in the remarks section of the travel voucher which meals and the dates they were provided?**

Y ☐ N ☐ **When a registration fee is authorized and claimed, does a statement on the claim indicate whether or not the registration fee included charges for luncheons or banquets?**

Y ☐ N ☐ **Are claims reasonable, and are claims supported by receipts?**

Y ☐ N ☐ **If rental car expenses are claimed, was authorization shown on the DD Form 1610 or the DTS Travel Authorization?**

Y ☐ N ☐ **Was the rental car size selection based on the most economical and fuel-efficient type car available to meet the traveler's needs?**

Y ☐ N ☐ **Is the claim for local in-and-around mileage at TOY point reasonable, based on the location of lodging when POV is authorized?**

Y ☐ N ☐ **Are original receipts for rental cars and lodging attached, regardless of amount?**

Y ☐ N ☐ **Has a copy of the ticket showing the carrier and cost of fare been attached to the claim?**

Y ☐ N ☐ **Has the claim been submitted to the travel reviewing official within 5 calendar days after the completion of travel?**

Y ☐ N ☐ **Is the claim reasonable and consistent with the mission and claims for reimbursement in harmony with those authorized on DD Form 1610 or the DTS Travel Authorization?**

Y ☐ N ☐ **Are flagged items on the travel documents adequately addressed by the traveler?**