

Date:

Attachment 3

Audit Review List for Travel Vouchers

1. The travel voucher was not signed by the traveler and/or approving official.
2. The voucher did not have the receipt for the airline ticket, car rental, lodging, or other items over \$75.00.
3. The lodging dates claimed did not agree with the official travel date.
4. The car rental dates claimed did not agree with the official travel date.
5. The car rental was a luxury or sports car that was acquired at the full rental rate.
6. The car rental was not authorized on the TDT authorization.
7. The traveler had an outstanding advance that was not applied to the travel voucher.
8. The advance was deducted from the travel voucher reimbursement, but did not update the TADV table in FFS.
9. The traveler claimed long distance call(s) rather than using the FTS calling card
10. The travel authorization was not attached to the travel voucher for foreign, conference, training, invitational, or volunteer travel.
11. The traveler claimed direct reimbursement for certain centrally billed items that were charged to the Government Bank of America credit card.
12. The charges prorated for personal use were reimbursed directly to the traveler or paid by the Government Bank of America credit card. (Verify USGS check register for possible payment by traveler.)
13. The per diem allowance was incorrect for the TDY location.
14. The traveler claimed full (instead of $\frac{3}{4}$) per diem on the first and/or last day of travel.
15. The traveler did not reduce the meal allowance (MIE) for meals provided.
16. The voucher did not contain approval statement and signature for increased per diem claimed.

17. The airline ticket was charged to a personal credit card resulting in non-government rate and reimbursement claimed.
18. The airline ticket charge includes a destination in addition to the official travel destination. (Unofficial travel is not to be obtained at the government contract carrier fare or charged to the government charge card.)
19. The traveler claimed a non-reimbursable expense

And, if Temporary Duty Extended:

20. The per diem was not reduced when period of travel exceeded 30 days (reduction is from first to last day).
21. The travel voucher does not have a copy of the Temporary Duty Extended (TDE) authorization.
22. The travel voucher was not taxed and reported to Payroll as taxable income, if detail exceeds one year.

And, if Foreign Travel:

23. The foreign travel voucher did not include an approved DI-1175.
24. The receipts were not annotated with the US dollar exchange rate.
25. The traveler was not authorized to use a foreign carrier.
26. The traveler was not authorized a stopover in OCONUS.
27. The traveler's rest stop was in excess of 24 hours in OCONUS.
28. The traveler's flight time did not exceed 14 hours for entitlement of rest period (OCONUS).
29. The per diem claimed for the rest period is incorrect.
30. The amount claimed, based on the foreign exchange rate, is different than the amount posted to the government charge card.
31. The per diem was not calculated when crossing the international dateline.

Examined by:

Date: