

TRAVEL VOUCHER CHECKLIST

Travelers Name: _____ SSN: _____

- The SSN on documentation (DD 1351-2, DD 1610, SF 1164) was verified as correct.
- Does the order state traveler is a Government Travel Card holder? If so, split disbursement is marked with money amount. If not, mark anyway but put \$0.00.
- Contact email is AKO email address ONLY. (Outside agency official email addresses acceptable)
- All receipts for lodging, rental car, and items over \$75.00 are attached and in accordance with Orders.
- The itinerary, dates, and places on DD 1351-2 match what is authorized on DD 1610 and fall within the 7-day window rule.
- Blocks 15c, Means/Mode of Travel, and 15d, Reason for Stop, have the correct codes.
- The traveler is in the travel system, if not, there is verification of account # and routing # for EFT attached.
- Authorized Certifying Officer (block 9) signature on SF 1164 matches the signature on the DD 577 (SIG Card).
- DD 1610, DD 1351-2 and SF 1164 have required signatures and dates i.e. (Claimant, Supervisor, Approving Official, Certifying Officer, Authorized Order Issuing Official, and orders). **Block 5 on SF 1164 has reviewer's signature and date.**
- DA 1610 and SF 1164 have required accounting citations.
- Four (4) complete copies of travel claim (original and 3 copies)
- If traveler used POV, block 16 is marked either own/operate or passenger.
- Block 17, **Duration of TDY Travel**, is marked appropriately.
- Does the order state the method of payment for transportation tickets as **CBA or IBA?**

Prepared By: _____

Date: _____

Signature: _____