

Travel Voucher Checklist (Rev. 01/24)		
1.	Complete and submit the DSO-213 (see attachment) if you have not already completed one or need to update any information (e.g., bank account, mailing address, etc.).	
2.	Check that travel dates are consistent with the reimbursement request.	
3.	Start location should usually be home address.	
4.	Personal days should be indicated on the voucher.	
5.	Check number of per diems claimed against number of travel days. Make sure you do not claim per diem for personal days.	
6.	M&IE rates and breakdown can be found here: https://www.gsa.gov/travel/plan-book/per-diem-rates	
7.	Make sure hotel receipt room rates are within the daily GSA lodging rate and the actual room rate is reflected on the voucher.	
8.	If hotel is over per diem, make sure written preapproval is attached.	
9.	Resort and facility fees. Must have written preapproval if over \$35 per night.	
10.	Air/train fare receipt must include last 4 digits of the credit card used. National Travel invoices/receipts can be found here: National Travel - AIRS	
11.	Travel agency fees match fare receipt.	
12.	Receipt for baggage fees is required <i>even if it is less than \$75</i> .	
13.	If claiming mileage for privately owned vehicle, upload map (e.g., Google, MapQuest, etc.) reflecting mileage to destination.	
14.	If sharing a taxi, identify, in the trip description box, include the name of the person who shared the taxi.	
15.	Car rentals must have written preapproval and receipt.	
16.	Gasoline for car rental goes under Other Expenses: enter “gas for rental car” under description.	
17.	Same day travel reimbursement is limited to actual expenses; provide itemized receipts; meals will be taxed.	
18.	Any reimbursement requested for expenses over \$75 must have supporting receipt.	
19.	Lost Receipt – must complete and upload Form AO 1012B (see attachment).	



AO 1012B.pdf