

Travel Authorization Checklist

Instructions: Complete this checklist while drafting your travel authorization. **Sign and upload checklist to your DTS Authorization under the Substantiating Records section of your Expenses.** See attached *Travel Authorization Guide* for details and instructions.

Rank: 1st Lt

Full Name: Ashton Winters

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|-----|--|--------------------------------------|--------------------------|---------------------------|
| 1. | I have fully reviewed the LEAP DTS Authorization Guide (pages 2-4). | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 2. | I have submitted my authorization 30 days or more prior to travel. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 3. | I understand that I am responsible for fiscal accountability of this LITE, to include abiding by applicable Joint Travel guidelines, and collecting all required receipts (airfare, lodging, rental cars, registration fees, and anything \$75 or more). | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 4. | I have a Government Travel Card (GTC) that is current and activated with an embedded chip/PIN. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 5. | I understand that I am required to use my GTC for all official expenditures. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 6. | My DTS account is set up for split disbursement. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 7. | My travel dates reflect arrival and departure guidance provided by the LEAP staff. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 8. | My airfare is booked through DTS - OR - I have received CTO approval to use a foreign flag carrier. REF: JTR CH 2 Part F, 2F-1 | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 9. | If Rental Car is authorized: My rental car was booked through DTS. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 10. | Homestay only: My per diem entitlements reflect zero lodging and 1-2 meals provided per day. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 11. | If Hotel is authorized: My off-base hotel was procured only in the event of the non-availability of on-base lodging and booked through DTS, if possible. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 12. | I acknowledge that I will not be reimbursed for excess baggage fees incurred by a second checked bag. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 13. | I acknowledge that I will not be reimbursed for in-country transportation expenses unless specifically directed and authorized by AFCLC prior to my LITE. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 14. | I have included the mandatory remarks under the "Review/Sign"/"Other Authorizations" tab. REF: LITE DTS Authorization Tips "Mandatory Remarks" | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |
| 15. | I have included valid justifications for all flagged items under the "Review/Sign"/"Pre-Audit" tab. | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> N/A |

Completion Date:

Digital Signature: