



For TRAVEL CLAIMS

CHECKLIST		In	Out
1	Date stamped on Travel Claim?	<input type="checkbox"/>	
2	Record into the Travel Claim Log	N/A	<input type="checkbox"/>
3	[Cursory Review] S24 signed by authorized official <i>before</i> trip?		
	Traveler's Supervisor for <i>in YT trip</i>	<input type="radio"/>	N/A
	DM for <i>pre-approved out of YT trip</i>	N/A	<input type="radio"/>
	Minister for <i>non-pre-approved out of YT trip</i>	N/A	<input type="radio"/>
4	[Cursory Review] Check Claimant signed	<input type="checkbox"/>	
5	[Cursory Review] Check required documents:		
	• Travel Estimate form	N/A	<input type="checkbox"/>
	• Travel Expense Details Form	<input type="checkbox"/>	
	• Travel itinerary for flights and conferences	<input type="checkbox"/>	
	• Receipts of all claiming items	<input type="checkbox"/>	
	• International Travel Report for Out of Canada trip	N/A	<input type="radio"/>
6	[Full Review] Verify followings to Quest:		
	• Vendor (Traveler's) ID	<input type="checkbox"/>	
	• Coding (validity, proper object code, sub-ledger)	<input type="checkbox"/>	
7	[Full Review] Review Claim Amount:		
	• Per Diem meals (check meals during conference)	<input type="checkbox"/>	
	• Baggage/Transportation charges	<input type="checkbox"/>	
	• Accommodation charges	<input type="checkbox"/>	
	• Other charges and supervisor signature	<input type="checkbox"/>	
	• International Travel Report or Out of Canada trip	N/A	<input type="radio"/>
	Traveler notified for adjustments of claim amount?	<input type="radio"/>	
	Full Reviewer's Initial		
8	Financial Advisor initials beside claimant \$ on Claim form	N/A	<input type="checkbox"/>
9	Updates the Travel Claim Log before routing	N/A	<input type="checkbox"/>
S29	S29 signed by authorized officer and same as S24		
	Traveler's Supervisor for <i>in YT trip</i>	<input type="radio"/>	N/A
	DM for <i>pre-approved out of YT trip</i>	N/A	<input type="radio"/>
	Minister for <i>non-pre-approved out of YT trip</i>	N/A	<input type="radio"/>
10	Verify S24 & S29 signature to Form B?	<input type="checkbox"/>	
S30	S30 signature (by the same Financial Advisor if available)	<input type="checkbox"/>	
11	Enter Orig ID& Batch ID	<input type="checkbox"/>	



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