|  |  |  |  |
| --- | --- | --- | --- |
| **TRAVEL ARRANGER CHECKLIST** | | | |
| **Step** |  |  | **Addressed**  **(√)** |
| **1** | **Trip title:** |  |  |
| **Traveler's name:** |  |  |
| **PRI:** |  |  |
| **2** | **Verify credit card # in HRG profile** |  |  |
| **Travel dates** | **Departure:**  **Return:** |  |
|  |
| **Assign TAN Number** | **AAU4** |  |
| **Estimate from HRG - Transport and hotel only** |  |  |
| **Book travel in HRG** | **Locator #:** |  |
| **3** | **ClaimsX coding** | **Claim #: 01003802** |  |
| **Fund: L101** |  |
| **GL:** |  |
| **Cost Center: 0162B** |  |
| **Commitment :** |  |
| **# of lines:** |  |
| **4** | **Expenditure initiation event form** |  |  |
| **5** | **Verify that the DND2999 form is complete and has appropriate signatures.  G:\FINANCE\Forms\THCEE** |  |  |
| **6** | **Print Initiated ClaimsX document** |  |  |
| **Get claimant's signature and sec 32 approval** |  |  |
| **Get ClaimsX e-approval** |  |  |
| **7** | **Create a DRMIS commitment  (Finance will be responsible for inputting  the commitment in DRIMIS)** |  |  |
| **Fill in Record of Travel Expenses form** |  |  |
| **Get claimant's signature and sec 34 approval** |  |  |
| **Stamp each page with "send to cashier"** |  |  |
| **File original documents in the travelers file** |  |  |
| **8** | **After Finance confirmed that the claim was processed, close commitment and notify claimant by email.** |  |  |