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| **TRAVELER CHECKLIST** | | |
| **Step** | **Description** | **(√)** |
| **Expenditure Initiation** | | |
| **1** | **Did the traveler get expenditure initiation from the proper authority?** |  |
| **2** | **Did you complete an event/hospitality form for travel outside the local area? (> 100 km) If yes;** |  |
| **» Was the completed event/hospitality form signed by the appropriate initiation "Travel" authority? (Ombudsman)** |  |
| **3** | **Did you complete a DND 2999 form? (G:\FINANCE\Forms\THCEE) If yes; was the completed DND 2999 form signed by;** |  |
| **» The traveler under Certification of traveler.** |  |
| **» The traveler's supervisor under Recommended.** |  |
| **» The RC Manager with authority over the cost centre being charged under *Authorization*.** |  |
| **HRG Shared Travel Services Portal** | | |
| **4** | **Did you create your HRG profile?  Traveler Identification Number (TIN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **5** | **Did you make a request for the individual designated travel card? (BMO IDTC) Please make sure the travel card information is part of the traveler's profile.** |  |
| **6** | **Did you give the Travel Arranger access to your HRG profile?  \*If required, they will be able to modify your profile.** |  |
| **7** | **Did you use the Online Booking Tool (HRG STS Portal) to create a travel itinerary with cost estimates?** |  |
| **8** | **Did you provide a printout of your HRG itinerary and your expenditure initiation e-mail (or other) to the travel arranger?** |  |
| **ClaimsX** | | |
| **9** | **Did you create a ClaimsX profile? (same login as DWAN account)** |  |
| **10** | **Did you provide a void cheque to the travel arranger to add to your ClaimsX profile?** |  |
| **During travel** | | |
| **11** | **Please make sure to "always" carry your: » e-Ticket  » Itinerary  » Your government BMO IDTC  » Your government I.D.  » Your passport if travelling outside of Canada » Keep all receipts** |  |
| **After travel** | | |
| **12** | **Did you prepare a Record of Travel Expenses? (within 5 days of travel completion)** |  |
| **13** | **Did you submit the completed Record of Travel Expenses to the travel arranger with attached receipts or any other supporting documents?** |  |
| **14** | **Did you receive your reimbursement within 5-10 business days after your claim was approved by delegated authority? (Final approval stage)** |  |
| **15** | **After receiving reimbursement, did you pay off your BMO IDTC balance?** |  |