

**CHAPTER 2****ANNEX 3****Revised Guidelines for Post-Payment Review of Travel Claims**  
**Travel Reengineering Test Sites Only**

- A. General. The following paragraphs describe general procedures for postpayment reviews of trip records processed by travel reengineering test sites. As we progress through the new travel reengineering process and evaluate different aspects of the system, the scope and magnitude of the test site post-payment sampling plan and review process may change.
- B. Conducting the Review. Conduct the quarterly post-payment review of trip records. The checklist on the following page can be used as a sample to ensure that a comprehensive review is conducted.
- C. Completing Spreadsheets of Review Results. Upon completion of the quarterly postpayment review, record the results on the appropriate spreadsheet. Post the spreadsheets within 15 days of completion to the Statistical Review organization mailbox at: DFASSTATOPERATIONS@dfas.mil or forward to:

Defense Finance and Accounting Service-KC/PU  
Statistical Review Office  
1500 E. 95<sup>th</sup> Street  
Kansas City, MO 64197-0030

Checklist for Travel Reengineering Test Site  
Post-Payment Phase

The following provides a list of items that shall be reviewed in the post-payment phase for test sites processing temporary additional duty (TAD/TDY) claims. The following compliance type items are based on requirements contained in the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JFTR), Appendix O.

A. Post-Travel Phase. Verify the following are attached, completed, or available upon request, as required.

- |         |        |  |
|---------|--------|--|
| YES ( ) | NO ( ) | 1. Signature of traveler or electronic signature if automated.   |
| YES ( ) | NO ( ) | 2. Authorizing Official's (AO) signature for authorization of TDY, arrangements, and obligations of funds to pay for the trip.   |
| YES ( ) | NO ( ) | 3. Expense portion of trip record properly completed by the traveler and contains all required and supporting information for settlement and payment.  |
| YES ( ) | NO ( ) | 4. AO approved expenses on the Trip Record.  |
| YES ( ) | NO ( ) | 5. Confirmed nonavailability of Government facilities prior to travel.   |
| YES ( ) | NO ( ) | 6. Valid lodging receipt or traveler's written statement as to why one was not furnished. (Request copies from AO or traveler to verify lodging expenses.)   |
| YES ( ) | NO ( ) | 7. Valid receipts for reimbursable expenses over \$75 to include conference fees, tuition, and whether meals were included in cost. If receipts are unavailable, obtain a written statement from the traveler as to why they were not furnished. (Request copies from AO or traveler to verify individual expenses over \$75.) |
| YES ( ) | NO ( ) | 8. CTO generated "should costs" are contained in the Trip Record.  |
| YES ( ) | NO ( ) | 9. AO approved deviations from standard government travel accommodations or CTO recommended arrangements are sufficiently explained in the Trip Record, as required.   |
| YES ( ) | NO ( ) | 10. Verify accuracy of payment for the following items.  |
| YES ( ) | NO ( ) | a. Lodging   |
| YES ( ) | NO ( ) | b. Mileage   |
| YES ( ) | NO ( ) | c. Airfare   |
| YES ( ) | NO ( ) | d. M&IE  |
| YES ( ) | NO ( ) | e. AEA   |
| YES ( ) | NO ( ) | f. Reimbursables   |
| YES ( ) | NO ( ) | g. ATM surcharges  |
| YES ( ) | NO ( ) | h. Other (please specify)  |
| YES ( ) | NO ( ) | 11. Miscellaneous Discrepancies (please specify)   |
| YES ( ) | NO ( ) | 12. Trip Record "Failed" Correct Process (Correct and re-enter)<br>(Specify reason for failure)  |

YES ( ) NO ( )

13. Trip Record "Rejected" (Process through alternative system)  
(Specify reason for reject)

NOTE: The certifying officer could be someone other than the authorizing official. In either case, the authorizing official refers to the individual responsible for approving the given business trip and associated expenses related to that particular trip.