ITEM/EXPENSE	COMMON ERROR	CORRECTION/ACTION REQUIRED
AIRPORT PARKING	NO RECEIPT	LIMITED TO ROUND TRIP TAXI COST FROM TRAVELER RESIDENCE - USUALLY NTE $40.00
AIRPORT PARKING	TAXIS CLAIMED TO AND FROM AIRPORT	REMOVE ONE MODE TO AND FROM AIRPORT
ATM FEES (CIVILIAN)	ATM FEES CLAIMED ON PERSONAL CC USE	ATM FEES NOT REIMBURSABLE TO OBTAIN MONEY ON PERSONAL CC
ATM FEES (MILITARY)	ATM FEES CLAIMED ON PERSONAL CC USE	ATM FEES NOT REIMBURSABLE TO OBTAIN MONEY ON PERSONAL CC IF TRAVELER IS A GOVCC HOLDER
BAGGAGE FEES	NO RECEIPTS	RECEIPTS ARE REQUIRED FOR REIMBURSEMENT AND MUST BE SCANNED INTO DTS
BAGGAGE TIPS (CIVILIAN)	TIPS CLAIMED	BAGGAGE TIPS FOR A CIVILIAN TRAVELER REIMBURSABLE FOR A TRAVELER WITH A DISABILITY OR A CIVILIAN TRAVELER TRANSPORTING GOVT PROPERTY OR EQUIPMENT
BAGGAGE TIPS (MILITARY)	EXCESSIVE	TYPICALLY $2.00 PER BAG IS CUSTOMARY AT TRANSPORTATION TERMINAL ONLY (HOTEL PORTERS NOT INCLUDED). NOT AUTHORIZED FOR OPTIONAL CURBSIDE CHECK-IN
CONFERENCE	NO INFORMATION ON CONFERENCE	INDICATE NAME OF CONFERENCE AND SCAN CONFERENCE INFORMATION INTO DTS
CONSTRUCTIVE TRAVEL WORKSHEET (CTW)	NOT SCANNED INTO DTS	MUST BE PREPARED FOR ALL POV USAGE VERSUS AIR TRAVEL EXCEPT FOR AUSTIN TX
CONSTRUCTIVE TRAVEL WORKSHEET (CTW)		MUST INCLUDE CURRENT GSA CONTRACT ROUND TRIP AIRFARE PLUS COST OF 2 ROUND TRIP TAXIS @ $20.00 EACH TO AND FROM RESIDENCE AND AIRPORT AND 2 ROUND TRIP TAXIS @ $20.00 EACH TO AND FROM LODGING AND AIRPORT PLUS $13.00 CTO TRAVEL AGENT FEE
EXCESS BAGGAGE FEES	NO RECEIPTS	RECEIPTS ARE REQUIRED FOR REIMBURSEMENT AND MUST BE SCANNED INTO DTS
FLIGHTS/AIRFARE	NON-GSA FLIGHTS SELECTED	MUST BE GSA CONTRACT FLIGHTS (FLIGHT 2 TABS ONLY). IF NO FLIGHTS AVAILABLE OR YOU RECEIVE NOTIFICATION THAT YOUR SELECTION IS NOT AVAILABLE, CLICK ON CTO ASSISTANCE. AUTH MUST BE DIGITALLY SIGNED FOR CTO TO BOOK FLIGHTS
FLIGHTS/AIRFARE	NO ETICKET INVOICE	SCAN ETICKET INVOICE ONLY INTO DTS. GO TO VIRTUALLYTHERE.COM

FLIGHTS/AIRFARE	FLIGHTS CHARGED TO CBA	IF TRAVELER HAS A GOVCC AND FLIGHTS ARE CHARGING TO THE CBA, THE TRAVELER'S PROFILE NEEDS TO BE UPDATED TO REFLECT THE GOVCC OR THE EXPIRATION DATE HAS PASSED
FLIGHTS/AIRFARE	CTO TRAVEL AGENT FEE NOT CHARGED	ADD $13.00 CTO TRAVEL AGENT FEE TO "OTHER TRANSPORTATION" UNDER "AIR" TAB IF NOT INCLUDED IN TOTAL FOR AIRFARE (CHECK ACCOUNTING TAB)
FUNDED BY ANOTHER ORG OR AGENCY	NO AUTHORIZATION TO USE OTHER AGENCIES OR ORG'S FUNDS	SCAN MEMO, EMAIL TRAFFIC AUTHORIZATION USE OF APC OR LOA FROM APPROPRIATE BUDGET SOURCE
FUNDED BY ANOTHER ORG OR AGENCY	NO LOA IN DTS	CONTACT FUNDING POC TO LOAD APC OR DROP MONIES INTO ORDER IN DTS - LOA MUS BE SELECTED BEFORE AUTHORIZATION CAN BE APPROVED OR
LAUNDRY/DRY CLEANING	NOT WITHIN LIMITS OR EXCESSIVE	MILITARY AUTHORIZED LAUNDRY EXPENSE OF $2 PER DAY FOR TRIPS OF AT LEAST 7 CONSECUTIVE NIGHTS, CIVILIAN 4 CONSECUTIVE NIGHTS FOR CONUS TRAVEL. NOT A SEPARATE REIMBURSABLE EXPENSE FOR OCNUS TRAVEL.
LEAVE TAKEN	NO LEAVE FORM	SCAN DA 31 INTO SUBSTANTIATING DOCUMENTS IN DTS
LEAVE TAKEN	FULL PER DIEM AND MEALS SHOWN ONLEAVE DAYS	AMEND PER DIEM AND M&IE TO REFLECT 0.00 ON LEAVE DAYS
LODGING	IN EXCESS OF PER DIEM	SHOULD BE APPROVED BY AO OR RA PRIOR TO TDY DEPARTURE-ENTER IN REMARKS SECTION
LODGING	"ACTUAL LODGING" CHECKED - FLAGGED	USE ONLY IF LODGING EXCEEDS PER DIEM
LODGING	SHARED ROOM - RECEIPT NOT IN TRAVELER'S NAME	HAVE HOTEL PROVIDE SEPARATE RECEIPT IN EACH TRAVELER'S NAME - OR- HAVE HOTEL PROVIDE STATEMENT INDICATING ROOM WAS SHARED AND LIST BOTH TRAVELERS NAMES
LODGING	HOTEL RECEIPT IN SPOUSE'S NAME	USE GOVCC FOR OFFICIAL GOVERNMENT TRAVEL - RECEIPTS IN OTHERS NAMES WILL NOT BE REIMBURSED
POV USED VERSUS AIRFARE	INTRANSIT USED FOR TRAVEL DAYS	NO TRAVEL DAYS ARE AUTHORIZED FOR POV USAGE-REMOVE
POV USED VERSUS AIRFARE	NO DA 31 LEAVE FORM SCANNED INTO DTS	SCAN DA 31 LEAVE FORM INTO DTS FOR POV USE DAYS TO COVER TRAVELER
POV USED VERSUS AIRFARE	LODGING CLAIMED FOR TRAVEL DAYS	NO LODGING IS REIMBURSABLE FOR LODGING WHEN POV IS USED
RECEIPTS	NOT LEGIBLE	SCAN RECEIPTS AND ACCOMPANY WITH STATEMENT INDICATING EXPENSE TYPE AND AMOUNT
RECEIPTS	NOT LEGIBLE	DO NOT COVER STATEMENTS WITH CASE REGISTER TAPES

RECEIPTS	NOT SCANNED INTO DTS OR MISSING, NOT AVAILABLE	SCAN RECEIPTS INTO DTS. IF RECEIPTS IS NOT AVAILABLE, SCAN A SIGNED STATEMENT INTO DTS WITH EXTENSE TYPE, EXPENSE AMOUNT AND EXPLANATION OF MISSING RECEIPT
REGISTRATION FEES	SHOULD BE CHARGED TO DEPT. IMPAC CARD	CHECK WITH DEPT. RESOURCE ADVISOR
REGISTRATION FEES	MEALS INCLUDED IN FEE	AMEND/ADJUST M&IE
REGISTRATION FEES	NO INFO	SCAN REGISTRATION FEE INFO INTO DTS. MEALS INCLUDED?
RENTAL CAR	CAR UPGRADED	CAR SELECTED MUST BE COMPACT UNLESS MULTIPLE TRAVELERS WITH EXCESSIVE BAGGAGE. MUST BE JUSTIFIED ON AUTHORIZATION.
RENTAL CAR	NO GOVCC	CANNOT BE BOOKED THRU CTO WITHOUT A GOVCC. TRAVELER WILL HAVE TO BOOK "OFFLINE" USING PERSONAL CREDIT CARD IAW JFTR AND DTS RENTAL CAR GUIDELINES AND POLICIES.
RENTAL CAR	ADD-ONS NOT REIMBURSED	GPS, ADDED INSURANCE ETC. ARE NOT REIMBURSEABLE
ROUTING	ROUTED WRONG	WRONG THRU GME-HOS ONLY
ROUTING		MAY HAVE TO CANCEL/REMOVE AND RECREATE ORDERS TO SOLVE ROUTING ISSUE
TELEPHONE CALLS	EXCESSIVE # OF CALLS OR EXCESSIVE $ AMOUNT	MAY BE AUTHORIZED CUSTOMARY 2 CALLS HOME, 1 UPON ARRIVAL, 1 BEFORE DEPARTURE, HOWEVER, SHOULD BE ON AUTHORIZATION WITH AUTHORIZED DOLLAR AMOUNT
"OTHER TRAVEL"	NO INFORMATION ON WHAT THE PURPOSE OF THE TRAVEL IS	INDICATE NATURE OF OTHER TRAVEL AND SCAN INFO INTO DTS