

**Graduate Medical Education**  
**DTS Policy for Routing/Reviewing Officials**  
**12 Feb 08**

**Authorization/Orders:**

1. Primary/Alternate Reviewing/Routing Officials (RO) must review travel authorizations/orders for their residency program.
2. Once the authorization is reviewed, a Program Director approved hardcopy and supporting documentation, to include the conference agenda, must be submitted to room 6B12 before it can be approved by the DTS Authorizing Official (AO).
3. Documents must be submitted a minimum of three weeks prior to the TDY.
4. If the primary/alternate reviewer will be on leave, they must contact the GME Office at 292-5397 to follow-up on any authorizations that may need to be routed in DTS.

**Travel Vouchers:**

1. Primary/Alternate ROs must review travel vouchers for their residency program to ensure that the traveler has entered the amounts reflected on their receipts (room rate, hotel tax, registration fee, etc.).
2. If the primary/alternate reviewer will be on leave, they must contact the GME Office at 292-5397 to follow-up on any travel vouchers that may need to be routed in DTS

\*\*IAW Joint Federal Travel Regulation (JFTR) Appendix O, the voucher must be submitted within 5 work days after returning from the trip.

**Local Vouchers:**

1. Primary/Alternate ROs must review Local Vouchers for their residency program.
2. Once the Local Voucher is reviewed, a Program Director approved hardcopy must be submitted to room 6B12 before it can be approved by the Authorizing Official (OA).
3. If the primary/alternate reviewer will be on leave, they must contact the GME Office at 292-5397 to follow-up on any local vouchers that may need to be routed in DTS.

**NOTE:** The PD can also sign and stamp signature block on fax coversheet for receipt as approval vs. bringing a copy to the GME office.