



BUREAU OF LAND MANAGEMENT

To:

From :

Subject: Approval of Travel Expenses for Travel Voucher Number

Airfare/Rental/Mode of Transportation not approved on Authorization

Rental car upgrade, not approved on Authorization (anything larger than a compact car)

Lodging over allowed per diem rate

Excess baggage not approved on authorization (more than 1 checked bag, baggage over the standard weight limit)

Dates on voucher do not match authorization

Location on voucher does not match authorization (+/- 30 and per diem entitlements are the same)

Reimbursement for Common Carrier

Directly booking through the airline (did not use ConcurGov or the TMC)

Lost receipt:

Other(list expense):

Provide a Justification for each item selected, include dates and/or amounts if applicable

Approving Official Signature

Date

State Director (delegated official)
use only for Over Per Diem

Date

Continuation of Justification

Purpose of this template: Provide a standard mechanism for travelers to obtain authorization for expense items not originally entered on their travel authorization. Using this template will replace the need for the traveler to 1. print a copy of the Travel Authorization (TA), 2. Obtain a pen and ink approval, and 3. Upload to the pen and ink changed TA to the voucher. Additionally, this template is designed to be completed on-line and can be submitted electronically between the traveler and authorizing official.

Instructions:

On the **“To”** line enter the Approving official’s name.

On the **“From”** line enter the Traveler’s name.

On the **“Subject”** line enter the Travel Voucher Number.

In the **“Body”** section of the memo, the traveler selects the item(s) they are requesting approval.

In the **“Justification”** block, the traveler needs to provide a detailed explanation for the item(s) they are seeking authorization for (to include justifications in variations of dates/amounts if the expense was authorized but the actual expense/dates do not match those on the TA). If additional space is needed, the template does have a continuation page (page 2).

The **“Signature for Approval block”** is to be electronically signed (PIV) by the approving official.

The **“Date block”** is the date the approving official approves/signs the request.

Once the template is signed/approved by the approving official upload to travel voucher.

Additional instructions (Frequently Asked Questions):

When seeking variations of travel dates

- Please add correct dates that you need approved for the duration of the trip that is not on the official travel authorization.

When seeking approval of location changes

- Provide correct dates for each location in the justification block.
- The unauthorized location needs to be approved and detailed in the justification block.

For lost receipts

- Provide the dates, location(s), amount(s) and payment method(s) in the justification block.

When requesting “Other” expense items

- Used to request authorization for items not listed as a specific item. The Other items need to be fully documented and justified in the justification block.

For additional guidance or instruction, please contact your State FATA (Federal Agency Travel Administor) or call the Travel Hotline at (303) 236-5424