

DC DEPARTMENT OF HUMAN RESOURCES

REQUEST CHECKLIST

Requesting Travel

If you are traveling to a destination more than 50 miles from the Wilson Building, 1350 Pennsylvania Avenue, N.W., Washington D.C. 20004 for training purposes, use this checklist to help you when submitting a travel request.

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| <input type="checkbox"/> | <p>Draft a justification memo addressed to your agency director which identifies</p> <ul style="list-style-type: none"> The specific knowledge or skill that you will learn by participating in the training. How the acquired knowledge or skill will help advance the work of the District government, your agency, or unit. <p>If a similar training is offered by the District government, identify how this training differs from what is offered.</p> |
| <input type="checkbox"/> | Submit the justification memo to your supervisor. |
| <input type="checkbox"/> | Complete a <i>Training and Travel Expense Authorization Form (TR-1)</i> . If you anticipate transportation or lodging expenses to be higher than the lowest available rates, also complete a <i>Travel Exemption Request Form (TR-2)</i> . |
| <input type="checkbox"/> | Identify if the total cost of your training is greater than \$2,500 or will exceed 80 hours of duty over the course of the training program. If so, complete an <i>Agreement to Continue in Service Form</i> . |
| <input type="checkbox"/> | Attach supporting documents to your travel request. |
| | Review your documents for accuracy and completeness. |
| <input type="checkbox"/> | Submit your request and supporting documents to your supervisor. |

Requesting Reimbursement

Use this checklist to help you when submitting a request for reimbursement. You must complete these steps within 10 days of returning from your training or travel.

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| <input type="checkbox"/> | Review the list of reimbursable and non-reimbursable expenses in the <i>Reimbursement Guide</i> . |
| <input type="checkbox"/> | Complete a <i>Training and Travel Expense Reimbursement Form (TR-3)</i> . If you used a personal vehicle to travel locally, also complete a <i>Personal Vehicle Reimbursement Form (TR-4)</i> . |
| <input type="checkbox"/> | Attach all receipts for reimbursable items to your forms. |
| <input type="checkbox"/> | Submit your form(s) and receipts to your agency travel officer. |