

What is the Authorizing Official's (AO) role?

AO must be formally designated by their organizations. In order to do this a DD Form 577, Appointment/Termination Record – Authorized Signature card must be completed and be kept on file with the organization.

Designated AO's have the authority to approve or disapprove requests for TQSA, to require acceptable documentation as to any and all expenses presented for reimbursement.

Receipts are required for ALL lodging, dry cleaning, and any single meal costing \$75.00 or more.

AO are accountable for the correctness of documents that they authorize or certify. They are responsible for verifying that the Federal Government payments they certify are legal, proper, and correct. If any payment is found to be illegal, improper, or incorrect, the individual may be held personally liable for reimbursing the Government for the amount of the payment.

Training Guide is available at:

http://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf

Authorizing Official's Role on Advance of TQSA claim

- Review the SF-1190 for completeness.
- Ensure that the period of entitlement on block 21a of the SF-1190 is consistent with the period of entitlement indicated on the Memorandum issued by CPAC.
- Determine if amount requested by employee is reasonable and that it does not exceed the maximum amount allowed on the Memorandum issued by CPAC.
- Comptroller sign and date block 26 of the SF-1190 to approve the request.

Return the following to the employee:

- Signed SF-1190.
- Orders and all amendments (if orders where issued).
- TQSA Memorandum issued by CPAC.
- Statement of Understanding issued by CPAC.

Copies of documents may be retained in AO file

Authorizing Official's Role on Reconciliation of TQSA claim (same procedure applies if employee did not request any Advance TQSA payment)

- Review the SF-1190 for completeness.
- Ensure the period of entitlement on the SF-1190 is the same period on Block 6 and 7 of the DSSR 120 and the TQSA Authorization Reimbursement Memorandum.
- Ensure the information on page 1 and page 3 is current and accurate. The following Website provides the official rates for per diem and rates of exchange.
- http://aoprals.state.gov/web920/per_diem.asp
- Review columns A, B and C of page 2 of the DSSR 120 worksheet and approve expense as authorizing AO.

Return the following to the employee:

- DSSR 120 (TQSA actual expense worksheet).
- Supporting receipts. (Lodging, dry cleaning and any single meal costing \$75.00 and over.)

Copies of documents may be retained in AO file.