



Sponsored Programs Travel Audit Checklist

Month/Date:

Year:

Traveler:

Assessing Team Member:

Award:

Fund Number:

The following questions should be considered when conducting a post audit review for Sponsored Programs travel reimbursements on sponsored projects:

Is there justification as to how the trip specifically benefited the award?

(If this travel is either a requirement stated in the award, or clearly documented in the budget justification, no further documentation is required for allowability on the award.)

Yes

No

If the charges are split between more than one award, is there justification supporting the basis of proportional benefit or other reasonable method? (Leave blank if N/A)

Yes

No

Is the travel allowable, allocable, reasonable and necessary?

Yes

No

Was the traveler's salary paid from the sponsored award(s) charged?

If not, and the traveler is a graduate student, does other documentation exist (i.e. an abstract referencing the student and the sponsored award) that supports the traveler's affiliation with the project? (Leave blank if N/A)

Yes

No

Does the sponsor require prior approval for travel?

If yes, was the approval received? (Leave blank if N/A)

Yes

No

If the foreign travel is charged to a USAID-sponsored award or subaward, was the travel approved in writing by the Contracting Officer?

Yes

No

Is the proper account code being used (foreign vs. domestic)?

Yes

No

Are the invoices and/or receipts attached?

Yes

No

If applicable, is the correct per diem rate being used?

Yes

No

Do we have support for the per diem rate?

Yes

No

If any expenses include charges for alcohol, were they removed? (Leave blank if N/A)

Yes

No

Did the travel occur within the period of performance of award?

Yes

No

Did the award budget include funds for travel?

If not, do we have rebudgeting authority? (Leave blank if N/A)

Yes

No

If foreign travel, does flight meet the Fly America Act regulations?

If no, was documentation of the exception attached? (Leave blank if N/A)

Yes

No

Do any stops/layovers on the flight(s) seem reasonable?

Yes

No

Is class of flight coach?

Yes

No