**Section 2800.250 Approval and Submission of Travel Vouchers**

a) Each voucher shall be first approved by the individual's immediate supervisor, who shall certify that the travel shown was required by official duties.

b) The voucher shall then be approved by the Agency Head or a designated representative, who shall sign the original of the voucher. The original and one copy of the travel voucher, together with the required receipts and attachments, shall be forwarded to the Comptroller for issuance of the warrant for payment.