



IDT Reimbursement Checklist

Member: _____

Date: _____

- Form 40A (Signed by active duty supervisor)
- DD Form 1610
- SF 1164 – Claim for lodging accrued at base locations during IDTs
- Lodging receipts
- DD Form 1351-2 (signed by supervisor)
- DD Form 1351-3 (actual expenses)
- All receipts for expenses exceeding \$75

***Please verify that all required documents are filled out completely and signed. Attach this as the coversheet and send to IMA Travel.**

Fax: (478) 327-0625 (DSN 497)

Email: Dobbins.imatravel@us.af.mil

Notes: