# THE TRAVEL COMPANION

## FOR INDIVIDUAL RESERVISTS

**THIS PAMPHLET IS DESIGNED FOR GUIDANCE ONLY. IT IS NOT INTENDED TO REPLACE OR AMEND INFORMATION FOUND IN THE JTR OR AIR FORCE INSTRUCTIONS.**

**RECOMMENDATIONS OR CHANGES TO BETTER SERVE OUR CUSTOMERS SHOULD BE ADDRESSED TO THE IMA TRAVEL OFFICE.**

HQ RIO Website: www.arpc.afrc.af.mil/hqrio.aspx
HQ RIO Facebook: www.facebook.com/HQRIO
HQ RIO Twitter: www.twitter.com/HQRIO

**CUSTOMER SERVICE IS AVAILABLE VIA:**

| | | | |
|---|---|---|---|
| **PHONE:** | DSN 625-5800 | COMM 678-655-5800 | 1-800-808-5942 |
| **FAX SERVER:** | DSN 497-0625 | COMM 478-327-0625 | |

**RTS E-MAIL:** dobbins.imatravel@us.af.mil
**DTS E-MAIL:** imatravel.dts@us.af.mil

**MAILING ADDRESS:**

IMAT-OL/FMFT

1392 SECOND STREET

DOBBINS ARB, GA 30069-4823

## RESERVE PAY OFFICE (RPO)

Documents for Reserve Pay entitlements should be forwarded to the HQ RIO Reserve Pay Office.

**DSN:** 847-3711

**Comm:** 720-847-3711

**Fax:** 720-847-3960

**Email:** Arpc.riorpo.1@us.af.mil

**Mailing Address:**

HQ RIO/IRO

Attn: Reserve Pay Office

18420 E. Silver Creek Ave.

Bldg. 390, MS68

Buckley AFB, CO 80011

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# POLICIES AND PROCEDURES

This information is designed to assist travelers in the proper preparation of travel claims and answer questions that may arise concerning travel policies. Please use the IMA Travel Office customer service numbers listed on page l as a first resource to answer such questions.

IMA Travel is presently processing travel claims using the Reserve Travel System (RTS) and reviewing travel claims submitted through the Defense Travel System (DTS). In accordance with DOD Comptroller mandate, Electronic Funds Transfer (EFT) is the standard method of payment for all DOD employees.

## OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (Ref JTR 2000)

A traveler must exercise the same care and regard for incurring Government-paid expenses as would a prudent person traveling at personal expense.

The following circumstances include, but are not limited to, opportunities for travelers and commands to be good stewards of Government funds and exercise prudence in travel. Travelers and commands must consider the following for use when appropriate without disrupting the mission:

1. Use of the least expensive transportation mode to and from a transportation terminal;
2. Use of the least expensive parking (ordinarily the long-term lot) when privately-owned conveyance (POC) parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available)
3. Use of the least expensive public transportation in and around the TDY site (subway/streetcar/bus) in lieu of taxi;
4. Use of the least expensive authorized/approved special conveyance/rental vehicle, a compact car is the standard for TDY travel, and use the least expensive vendor.
5. Scheduling travel as far in advance as possible to take advantage of the best offered fare/rate.

***Note: Travel claims should be submitted within five (5) days of tour completion.***

## COMMONLY USED JTR REGULATIONS AND GUIDANCE

- Chapter 1 General - This chapter addresses authority and policies related to travel.
- Chapter 2 Official Travel - Addresses the member's responsibility on official travel. Part M. MISCELLANEOUS EXPENSE (REIMBURSABLE&NON REIMBURSEABLE)

- Chapter 3 Transportation - This chapter addresses the transportation options and responsibilities.
- Chapter 4 Temporary Duty Travel - This chapter addresses reimbursements and entitlements.
- Chapter 5 Permanent Duty Travel- This chapter addresses change of station entitlements.
- Chapter 7 Special Circumstances - This addresses travel and transportation during emergencies.
- Appendix O - This contains a summary of travel and transportation allowances for members. ***All members are encouraged to read this appendix***
- Appendix G - This appendix addresses the more commonly incurred reimbursable expenses. ***All members are encouraged to read this appendix***
- Appendix P – Frequently asked questions about the Contract City-Pair program.

# GOVERNMENT TRAVEL CHARGE (GTC) CARD PROGRAM

You will need to contact your Agency Program Coordinators (APC) with any questions pertaining to the GTC program.

**Government Travel Charge Card Regulations: DoDI 5154.31, Volume 4 March 2016**

http://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf

## CARD FEATURES

Once a member receives their GTC and PIN, he/she will have access to the ATM Cash Feature of the card program. The traveler can then obtain cash using ATMs. Cash withdrawals should be kept at a minimum. Effective 1 Oct 2014 ATM, GTC and cash advance fees are no longer reimbursable and are covered with the M&IE incidentals.

**REMINDER:** Advances will not be issued to travelers having ATM access through their issued government travel card. **Travel orders must specifically authorize an advance. Follow the instructions on the order for requesting the advance.** EFT is the standard method of an advance. If the order does not authorize an advance, then an advance cannot be issued. The order will need to be modified to specify that an advance be authorized for travel.

## Split Disbursement

The Split Disbursement is mandated. Public Law 107-314, Section 1008 gives DOD the authority to implement split disbursement. When a traveler uses his/her GTC for travel expense (i.e. airfare, lodging, rental car, etc.), a direct payment to Citibank will be made on the members behalf when the final voucher is filed for payment.

You must select Split Disbursement on the DD Form 1351-2 and specify the amount to apply to your GTC. Any remaining funds will automatically be sent to your designated EFT account. It is very important to keep your banking information current. If changes in your banking information occur, a SF1199a (Direct Deposit Sign-up Form) must be sent with your travel claim in order to update your banking information.

If no amount is specified on the travel voucher, the entire travel reimbursement will default to your designated EFT account. You may elect to receive full EFT reimbursement and then make the payment to the government card company.

Split Disbursement option will be used on the SF1164 IDT lodging claims. Although there is not a block designated for Split Disbursement, you can elect a dollar amount be sent to your GTC. Include a statement on the SF1164. For example, "*PLEASE SEND $200.00 TO THE GTCC OR SEND 100% TO THE GTC.*"

# IMA TRAVEL OFFICE VOUCHER COMPUTATION PROCESS

## VOUCHER RECEIPT

Travel Vouchers are date stamped upon receipt in the IMA Travel Office. Please wait 48 hours before calling to verify receipt of a voucher. This allows sufficient time to log all vouchers received and will speed the response time.

## VOUCHER COMPUTATION PROCESSING TIME

The AFRC standard for processing vouchers is 10 business days from the date the completed travel voucher is received in the Travel Office. However, during peak seasons (summer months and fiscal year end), the turnaround time can increase.

## PAYEE TRAVEL VOUCHER SUMMARY

A Travel Voucher Summary can be viewed on your MyPay site under the Advice of Payment (AOP) tab when the travel claim is processed and the funds disbursed. If there are questions on your voucher, please review your payee copy thoroughly before calling the Customer Service Office.

The "COMMENTS" section of the summary will explain any discrepancies with your claim and why items claimed were not reimbursed.

## RETURNED VOUCHERS

The IMA Travel Office will return all incomplete vouchers (i.e. obsolete form, unsigned 1351-2 travel voucher, missing required signatures, uncertified orders (AF form 938) to the member. The notification will be an email or phone call and may or may not include the voucher. It will be an explanation and the reason for the return. Although the travel office may retain copies of the original travel claim, member must resubmit the corrected complete package (i.e. certified order, receipts, supporting documentation, etc.) to expedite payment.

## SUPPLEMENTAL PAYMENTS

If you reviewed travel voucher summary and discovered an error in the computation of your settlement, please contact IMA Travel office for information on filing a supplemental claim. You can find contact information on the first page of this guide.

**Procedures for a supplemental payment:** Make all necessary corrections on the DD1351-2 travel voucher with "SUPPLEMENTAL" written on top of voucher. Fax or e-mail revised/correct travel voucher, certified orders and copies of all supporting documentation applicable to IMA Travel Office.

*****REMEMBER: IF YOU DO NOT CLAIM IT ON YOUR TRAVEL VOUCHER, WE CANNOT PAY/REIMBURSE IT.***

# AUTHORIZED TRAVEL ENTITLEMENTS AND ORDER INSTRUCTIONS

## ANNUAL TOUR

Meals and Incidental Expenses (M&IE) are **NOT** paid for stationary days when performing annual tour, lodging on base, and when government meals are available and directed. Members performing annual tour and lodging off base will need to provide a statement of non-availability for contract quarters to receive full M&IE. When a Reservist is performing AT, the training location is the "Permanent Duty Station" (PDS). There is no authority to pay M&IE to a member on AT when government quarters and dining facility/mess are available.

Based on case law, there is also no authority to pay M&IE to a member for a missed meal. AF Form 2282 is not allowed for a member on AT when Government Quarters and Meals are available.

## COMMUTING AREA (Mileage Only)

When Block 16 on your 938 is marked "Commuting Area", and block 27 has Travel and Per Diem Funding you may file for reimbursement for one round trip POC mileage. Use page two of the AF Form 938 order, complete the statement that starts with; Did you drive your POV? Sign & date and send to IMA Travel for payment. No DD Form 1351-2 is needed. NOTE: If the order does not have travel and per diem funds in Section 27, complete the statement; Did you drive your POV? Sign & date and send the order to HQ RIO RPO for processing. Page 2 of the order has the instructions; SETTLEMENT FOR THIS ORDER MUST BE FILED IN MILITARY PAY.

Reserve Pay entitlements should be forwarded to the HQ RIO Reserve Pay Office.

**DSN:** 847-3711

**Comm;** 720-847-3711

**Fax:** 720-847-3960

**Email:** Arpc.riorpo.1@us.af.mil

## CORPORATE LIMITS

When Block 15 of your AF Form 938 is marked "Corporate Limits," there are no travel or per diem entitlements. Travel funds are not obligated on the travel orders so no action is required from IMA Travel.

## ESTIMATED TRAVEL COST

The estimated travel, per diem and miscellaneous expenses on your order are estimates made by the order issuing official. The actual amount of your reimbursement/entitlements will vary.

## IDT AWAY FROM UNIT OF ATTACHMENT

You must be traveling on valid travel orders, DD Form 1610. Per Diem and transportation entitlements are the same as for TDY. To receive the entitlements / reimbursement you must file a DD Form 1351-2 with the DD Form 1610, Form 40A and applicable receipts.

## NON-AVAILABILITY FOR QUARTERS

**Members are required to check the government quarters availability when TDY to a U.S. installation.** The traveler is responsible for contacting the billeting office at the TDY location to make a reservation. A statement of non-availability or contract quarters is required, **If adequate government quarters are available and other lodgings are used, lodging is limited to the on base rate.**

**NOTE:** Under the Privatization of Army Lodging Program (PAL), government quarters are not available. Official travelers no longer need a statement of non-availability for contract quarters for off-base lodging reimbursement. For a listing of current installations and information, visit www.pal.army.mil.

## DUAL LODGING

Dual lodging may only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day.

***Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the member's control during TDY travel.*** **Dual lodging must be approved after the fact by an amended order or by the AO on the travel voucher.** Any

period of dual lodging reimbursement is limited to a maximum of seven consecutive days.

## PER DIEM

Per Diem is designed to offset lodging and M&IE costs incurred while performing TDY travel.

a. M&IE for travel days will be paid at 75% of the applicable locality meals and incidental expense rate.

b. Per Diem rates are based on the TDY location, not the lodging facility location.

c. Per Diem is separate from transportation expenses and other reimbursable expenses and does not include transportation and other miscellaneous travel expenses.

## MEAL RATE

Travel days are paid at 75% of the M&IE rate, for on base stationary days a meal statement will be on the order.

a. All government meals are available and directed.

b. Partial government meals are available and directed.

c. Government meals are not available or not directed.

If Option A; All government meals are available and directed is on the orders and the mission dictates differently, the following directions apply:

a. The order approving official can prescribe the proportional meal rate for any day a member, staying in on-base government quarters, has access to a government mess for at least one or two meals.

b. If you are lodged off base, attaching a copy of your contract quarters authorization or non-availability will allow you to receive the full meal locality rate and incidentals.

c. If some meals are missed due to mission requirements, an AF 2282 may be completed and signed by your commander. When all three meals are missed on any specific day as claimed on the AF Form 2282, *the orders issuing/approving official must sign as a basis of full per diem. AF Form 2282 is not accepted for missed meals while on Annual Tour.*

d. Per Defense Office of Hearings and Appeals (DOHA) Case No. 04042602 (2004), "the Comptroller General found that Congress did not intend Reservists on annual training to receive per diem when government lodging and mess are available. See 48 Comp. Gen. 517, 521-522 (1969).

e. If a messing facility has been temporarily closed / shut down for a determined period and the base commander issues a letter of non-availability of meals, including the letter

with your voucher will suffice to receive the per diem warranted.

## VARIATIONS IN ITINERARY

Orders may include authority for itinerary variations to permit a traveler to:

a. Omit travel to named destinations;

b. Change the named destinations travel sequence;

c. Change the specified time for remaining at a named destination; and/or

d. Travel to additional destinations.

## POV/POC VICINITY TRAVEL/ LOCAL TRAVEL IN AND AROUND TDY LOCATION

POV/POC vicinity travel is travel performed in and around the immediate vicinity of the TDY location and **must be authorized in the order.**

Vicinity travel must be itemized on the travel voucher. The member must furnish actual distance traveled, dates for round trips daily between lodging and place of duty, as well as trips to dining establishments when suitable dining is not near lodging or duty. If a member traveled the same trip more than once, he/she may list the item once, showing how many trips were made (i.e. 3 trips from billeting to duty @ 5 miles round trip).

A member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for: taxicabs, metro fares and other fares paid for local public transportation.

**NOTE:** If a member is ***NOT*** authorized vicinity travel on orders, the orders approving official must sign in the approving official signature block of the DD Form 1351-2. The AO must add the "vicinity travel is authorized to perform mission required duties" remark in Block 29.

## ACTUAL EXPENSE ALLOWANCE (AEA)

When daily lodging costs exceed the maximum locality rate for the TDY location, an actual expense reimbursement can be authorized. AEA should be requested and authorized before travel begins. However, AEA may be approved after travel has been performed. Advanced approval avoids delays in filing claims (or sending supplemental claims) after travel is completed. Forward AEA requests to your orders approving official for approval. The approving official can only approve up to 300% of the locality per diem rate.

AEA over 300% must be approved by the Per Diem committee in advance and is restricted to OCONUS locations.

## LONG TERM TDY FLAT RATE PER DIEM

A reduced flat-rate per diem applies when a traveler is assigned long-term TDY (more than 30 days at one location).

a. Long-Term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location.

b. Long-term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved

If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance. If the CTO is unable to arrange suitable lodging at the reduced per diem rate, the AO may authorize actual lodging, not to exceed the locality per diem rate, but the M&IE is paid at the 75% or 55% rate.

If a travel order/authorization is later amended and the TDY will end 31 (or 181) days or more from the amendment date, the reduced flat-rate per diem applies beginning the day after the amendment is issued.

Dual lodging is authorized when TDY to another location for less than 30 days.

# TRAVEL VOUCHER (FORM DD1351-2) SUBMISSION REQUIREMENTS

## VOUCHERS

Submit the original voucher within five workdays after tour completion to IMA Travel.

## ORDERS

Submit a certified AF Form 938, DD Form 1610, CED and any amendments to the original order.

## RECEIPTS

Receipts must be included for any expense claimed of $75 or more. All lodging receipts are required regardless of amount.

**NOTE: CREDIT CARD STUBS OR CREDIT CARD STATEMENTS CANNOT BE USED AS RECEIPTS FOR REIMBURSEMENT.**

## FOREIGN TRAVEL

If travel was to a foreign country, the amounts claimed can be in the foreign or U.S. currency. OANDA Currency Converter (www.oanda.com) is the official source to convert to U.S. dollars.

## LODGING

All lodging claimed must be supported by an itemized receipt from the billeting office, hotel, motel, Etc. A statement of non- availability or contract quarters is required, for off-base lodging.

Using an online booking (i.e. Expedia, Travelocity, Hotwire, etc.), a traveler should follow service procedures for making lodging reservations. Reservations can be made directly with the hotel which a member can do from the hotel's website. Reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide a documented itemized receipt for room costs from the hotel/online-booking agent. Receipts must show the following charges: daily hotel room costs, daily hotel taxes and daily miscellaneous fees (if applicable).

## REGISTRATION/CONFERENCE FEES

Registration/conference fees must be authorized on the travel order. If meals are included in the registration/conference fees, the M&IE is paid accordingly.

## RENTAL CAR

It is mandatory that a traveler use an available commercial travel office (CTO) to obtain a rental car. Using a company and rental car location participating in the DTMO rental car agreement allows rates to include full liability, vehicle loss, and damage insurance coverage for the traveler and the Government.

The use of a rental car must be authorized on the order (AF 938 / DD Form 1610 / CED order). The cost of buying insurance is reimbursable only when renting an automobile in a foreign country. The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles. The AO may authorize/approve an appropriately sized vehicle IAW mission requirement when a compact car (the 'standard' for TDY travel) does not meet the requirement.

**Effective 1 Mar 2106; Pre-paid refueling costs shown on the rental car receipt are not authorized / reimbursable. The AO may approve vendor (rental agency) refueling charges only if it is not possible for the traveler to refuel completely prior to returning the vehicle because of safety issues or the location of the closest fueling station.**

## MISCELLANEOUS EXPENSES

If small miscellaneous expenses (i.e. rental car gas, tolls, parking charges, etc.) are lumped together and the claim exceeds $75 receipts are required. Shown on the voucher the individual breakdown of expenses. Example; a claim for $90.00 in rental car gas would be entered as follows: Block 18a enter dates: 1-7 Feb: Block 18b: gas $20, $25, $12, $33; Block 18c; $90.00.

Transportation related tips the traveler elects to pay to drivers of courtesy transportation (e.g. hotel, park and ride, or airport shuttles) ICW official travel, are covered in the IE portion of per diem and **are not reimbursable.**

*Please note that effective October 1, 2014 the IE (incidental expenses) of the Per Diem M&IE has been determined by the Per Diem, Travel and Transportation Allowance Committee to be sufficient to cover all baggage tips, laundry / dry cleaning, ATM fees, Cash advance fees (effective 1 Apr 15) and other incidental expenses incurred when performing official travel. These expenses are no longer Separately Reimbursable.*

Fees for the first checked bag are reimbursed. Any additional cost for excess weight or size must be authorized/approved. Excess accompanied baggage costs may be authorized/approved by the AO. Authorization/approval is not required for the first checked bag.

Applies to any bag accompanying the traveler for which the airline charges a fee.

### TRANSPORTATION

DOD ***mandates*** that a service member uses an available CTO to arrange official travel. When a CTO is available, but not used, reimbursement for the transportation cost is limited to the amount the government would have paid if the arrangements had been made directly through a CTO.

If the member elects to use POV/POC to travel to and from the duty station, it must be authorized in the order as more advantageous to the government for reimbursement. A traveler ***may not be directed*** to use a POC.

When not authorized, reimbursement of travel by POV is limited to the constructive cost to the government**.** If travel by commercial air is found to be more advantageous to the government, the member will be reimbursed the travel (TR) cost authorized on the order. If not stated on the order, reimbursement will be the airfare cost obtained from a CTO.

> **NOTE: WHEN $350.00 OR $700.00 TR/TRAVEL IS SHOWN ON THE ORDER, THIS DESIGNATES THAT THERE ARE NO GOVERNMENT-CONTRACTED FARES LISTED IN CITY PAIRS. THESE ARE NOT THE REIMBURSEABLE AMOUNTS, COST OF THE AIRFARE WII BE DETERMINED BY CONTACTING A CTO.**

# PARTIAL VOUCHER: TDY / MOBILIZATION

Members ordered to active duty for 45 days or more may file a partial payment voucher every 30 days for reimbursement of accrued per diem and other expenses.

If member needs to be reimbursed for initial high cost travel expenses to the duty station, the first partial voucher can be submitted upon arrival. Subsequent claims should then be sent every 30 days until the mission is complete. The partial voucher itinerary must show "In Place" and have the dates the voucher is covering. Travel vouchers are to clearly show **all travel**, including leave as well as authorized and voluntary returns to the HOR. **Include all receipts for expenses of $75.00 or more in the reimbursable expenses block of the DD 1351-2.**

> **NOTE: DURING ANY 30-DAY PERIOD IF TRAVEL TO ALTERNATE DUTY LOCATION(S) ON A DD FORM 1610, THE TRAVEL MUST BE INCLUDED WITH THE 30 DAY PERIOD ITINERARY, SECTION 15 OF THE TRAVEL VOUCHER. CLAIM MUST INCLUDE ALL EXPENSES W/RECEIPTS AND ALL APPLICABLE ORDERS. MEMBER MUST SEND A FINAL SETTLEMENT VOUCHER WHEN ORDERS END AND MISSION IS COMPLETE.**

### INSTRUCTIONS FOR COMPLETING DD FORM 1351-2 Travel Voucher, MAY 2011

***REMEMBER: IF YOU DO NOT CLAIM IT ON YOUR TRAVEL VOUCHER, WE CANNOT PAY/REIMBURSE IT.*

#### VOUCHERS

- Travel Voucher DD Form 1351-2, May 2011
- Note: Previous editions are obsolete and cannot be accepted.
- DD1351-2c Sub-voucher (Continuation Sheet) August 1997, if needed

## BLOCK 1

Put an "**X**" in the box marked '**EFT**' and an "**X**" in the GTC box. Specify the amount to be **"Split Disbursed" (for payment to the GTC).** The remainder will be sent directly to your EFT account.

## BLOCK 2- 4 & 6 A THRU E

Include personal information and e-mail address. The e-mail address is important for contacting the member when needed.

## BLOCK 5

Select type of payment. Place an "**X**" in boxes that apply to traveler.

## BLOCKS 7

Include daytime phone number and area code.

## BLOCK 8

Enter the Travel Order Number that is found on your official travel order.

## BLOCK 9

Include all payments applicable to the referenced travel order or NONE if not applicable. Make sure to include advances, previous payments, etc.

## BLOCK 10

Leave blank

## BLOCK 11

Include permanent duty station information.

## BLOCKS 12-14

Complete as applicable for PCS claims only.

## BLOCK 15

**The Itinerary must be exact**! Voucher must show date of departure from the HOR and arrival to place where official travel begins, (airport) ends where duty is performed. All overnight stops will be listed in the itinerary**. Use another line every time you change modes of transportation**. Show arrival to and departure from transportation terminals. Use a DD Form 1351-2C continuation sheet, if needed.

The itinerary must show when the order ends. Mission complete (MC) or remaining "in place" is required whether it was to continue another order or IDT status.

Use appropriate symbols from the reverse side of the DD1351-2 for Blocks 15c, 15d. Enter

lodging cost in 15e. Block 15f POC Miles, number of miles traveled by POC to and from TDY location. The mileage to and from transportation terminals also needs to be claimed in Block 15f, as applicable. **Note:** Ensure you show any leave taken throughout the itinerary in Block 29, as applicable.

## BLOCK 16

Include information in this section as applicable. Must be marked for payment of POC mileage.

## BLOCK 17

Put an "**X**" in the box that indicates the duration of travel. Duration is from the time you left your departure location (home) until the time you returned.

## BLOCK 18

Show all expenses. This includes applicable parking, tolls, taxis, rental car, rental car fuel, airfare, CTO fees, conference fees, and any other authorized expenses.

## BLOCK 19

Show all government deductible meals and dates. This is used when government meals are provided at no cost.

## BLOCK 20A-B

Traveler's digital signature and date are required. Wet signatures will be accepted if digital signature is not possible.

## BLOCK 20C THRU F

Reviewing official's digital signature and date are required. Wet signatures will be accepted, if digital signature is not possible.

## BLOCK 21A

Order approving official must sign and date attesting to the validity of and approving payment of any additional items not originally authorized on the orders. The order authorizing official must explain in the Remarks Section (Block 29, page 2 of DD 1351-2) what additional items are being approved.

## BLOCKS 22-28

These blocks are for Finance and Accounting Office use only.

## BLOCK 29

Complete this section when special authorization is not included in the orders prior to travel being performed. This may also be used to explain unusual circumstances or to clarify voucher entries on the first page of the voucher. No signature is required for clarification statements.

# INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

## GENERAL GUIDANCE

The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel, transportation, and related expenses for travel **to IDT location to perform IDT when the member is required to commute outside the local** commuting distance.

The JTR defines 'outside the local commuting distance' as the local travel area under but not less than 150 miles one way by the Defense Table of Official Distances (DTOD).

## ELIGIBILE MEMBER

A member of the Selected Reserve of the Ready must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage.

For questions or inquires, contact your servicing HQ RIO Detachment.

## REIMBURSEMENT

The following travel and transportation expenses for travel to and from an IDT location to perform IDT may be reimbursed (37 USC 452(b)(9)***. Not to Exceed a total of $300 for each round trip (37 USC §478a(c)***. *A DD1610 order generated in the AROWS-R system is required to file for reimbursement.

## TRANSPORTATION

Commercial Transportation reimbursement is authorized for the actual transportation cost including transportation between home and the terminal, and between the terminal and the training location.

POC Transportation mileage allowance is the current per mile rate per the JTR for the official distance to and from the IDT location. Reimbursement for highway, bridge, and tunnel tolls, as well as parking fees. **Gas is NOT reimbursable**.

## LODGING AND MEALS

Meals purchased on the travel days to and from the IDT duty only. The actual cost of the member's meals (including tax and tips) may be reimbursed up to the M&IE for the per diem rate for the area concerned. This does **NOT** include alcoholic beverages.

Lodging - The actual cost of the member's lodging (including tax) may be reimbursed up to the per diem rate for the area concerned. The locality per diem lodging ceiling in a foreign area includes lodging tax. Lodging tax in a foreign area is not a reimbursable expense.

**Note:** Rental car is not reimbursable when in an IDT status.

For reimbursement of expenses when in an IDT status outside Normal Commute, the following documentation is required:

- AF Form 1610 (from AROWS-R)
- IDT Reimbursement checklist (Figure 1)
- DD Form 1351-2 - Traveling by Commercial Air (Figure 2) DD Form 1351-3 - Traveling by Commercial Air (Figure 3) DD Form 1351-2 – Traveling by POC (Figure 4)
- DD Form 1351-3 – Traveling by POC (Figure 5)
- All applicable receipts for expense of $75.00 or more

*FIGURE 1 - IDT REIMBURSEMENT CHECKLIST*
http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IDT-Reimbursement-Checklist.pdf

# 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:**

## *FIGURE 2 – DD FORM 1351-2 (OUTSIDE NORMAL COMMUTE WHEN TRAVELING BY COMMERCIAL AIR)*

**TRAVEL VOUCHER OR SUBVOUCHER**

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

**1. PAYMENT**
[X] Electronic Fund Transfer (EFT)
[ ] Payment by Check

**SPLIT DISBURSEMENT:** The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
*NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.*
[X] Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ 250.00

| 2. NAME (Last, First, Middle Initial) (Print or type) | 3. GRADE | 4. SSN | 5. TYPE OF PAYMENT (X as applicable) |
|---|---|---|---|
| XX | XX | 000-00-0000 | [ ] TDY [ ] Member/Employee [ ] PCS [X] Other [ ] Dependent(s) [ ] DLA |

| 6. ADDRESS. a. NUMBER AND STREET | b. CITY | c. STATE | d. ZIP CODE |
|---|---|---|---|
| XX | XX | XX | XXX |

e. E-MAIL ADDRESS

| 7. DAYTIME TELEPHONE NUMBER & AREA CODE | 8. TRAVEL ORDER/AUTHORIZATION NUMBER | 9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES |
|---|---|---|
| (000) 000-0000 | T00000 | |

10. FOR D.O. USE ONLY
a. D.O. VOUCHER NUMBER
b. SUBVOUCHER NUMBER

11. ORGANIZATION AND STATION

12. DEPENDENT(S) (X and complete as applicable)
[ ] ACCOMPANIED [ ] UNACCOMPANIED

| a. NAME (Last, First, Middle Initial) | b. RELATIONSHIP | c. DATE OF BIRTH OR MARRIAGE |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)

c. PAID BY

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
[ ] YES [ ] NO (Explain in Remarks)

d. COMPUTATIONS
NOTE: DIGITAL SIGNATURES IN THE CLAIMANT AND REVEIWER BLOCKS MANDATORY.
WET SIGNATURES WILL BE ACCEPTED
SECTION 15 ITINERARY SAMPLE IF USING COMMERCIAL AIR TO THE DUTY STATION.

15. ITINERARY

| a. DATE JUL | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP | e. LODGING COST | f. POC MILES |
|---|---|---|---|---|---|---|
| 10 | DEP | HOR | PA | | | |
| 10 | ARR | NASHVILLE IAP | | AT | | 22 |
| 10 | DEP | | CP | | | |
| 10 | ARR | PANAMA CITY IAP | | AT | | |
| 10 | DEP | | CA | | | |
| 10 | ARR | TYNDALL AFB | | TD | | |
| 14 | DEP | | CA | | | |
| 14 | ARR | PANAMA CITY IAP | | AT | | |
| 14 | DEP | | CP | | | |
| 14 | ARR | NASHVILL IAP | | AT | | 22 |
| 14 | DEP | | PA | | | |
| 14 | ARR | HOR | | MC | | |
| | DEP | | | | | |
| | ARR | | | | | |

e. SUMMARY OF PAYMENT

| | |
|---|---|
| (1) Per Diem | |
| (2) Actual Expense Allowance | |
| (3) Mileage | |
| (4) Dependent Travel | |
| (5) DLA | |
| (6) Reimbursable Expenses | |
| (7) Total | 0.00 |
| (8) Less Advance | |
| (9) Amount Owed | 0.00 |
| (10) Amount Due | |

16. POC TRAVEL (X one) [X] OWN/OPERATE [ ] PASSENGER

17. DURATION OF TRAVEL
[ ] 12 HOURS OR LESS
[ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
[ ] MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

| a. DATE | b. NATURE OF EXPENSE | c. AMOUNT | d. ALLOWED |
|---|---|---|---|
| 10 JULY | SEE ATTACHED DD1351-3 | | |

19. GOVERNMENT/DEDUCTIBLE MEALS

| a. DATE | b. NO. OF MEALS | a. DATE | b. NO. OF MEALS |
|---|---|---|---|
| | | | |

20.a. CLAIMANT SIGNATURE
b. DATE 14 JULY
c. REVIEWER'S PRINTED NAME XX
d. SIGNATURE
e. TELEPHONE NUMBER XX
f. DATE 14 JULY

21.a. APPROVING OFFICIAL'S PRINTED NAME
b. SIGNATURE
c. TELEPHONE NUMBER
d. DATE

22. ACCOUNTING CLASSIFICATION

23. COLLECTION DATA

| 24. COMPUTED BY | 25. AUDITED BY | 26. TRAVEL ORDER/ AUTHORIZATION POSTED BY | 27. RECEIVED (Payee Signature and Date or Check No.) | 28. AMOUNT PAID |
|---|---|---|---|---|
| | | | | |

DD FORM 1351-2, MAY 2011 PREVIOUS EDITION IS OBSOLETE. Exception to SF 1012 approved by GSA/IRMS 12-91. Adobe Professional 8.0

## *FIGURE 3 – DD FORM 1351-3 (FOR OUTSIDE NORMAL COMMUTE WHEN USING COMMERCIAL AIR)*

**STATEMENT OF ACTUAL EXPENSES**

**REIMBURSABLE EXPENSES** *(JTR, par. C4601 and JFTR, par. U4205)*

| DATE 7 | LODGING *(Note 1)* | MEALS *(Note 2)* BREAKFAST | LUNCH | DINNER | LAUNDRY PRESSING CLEANING | LOCAL TRANSPORTATION *(Note 3)* | OTHER *(Note 4)* |
|---|---|---|---|---|---|---|---|
| 10 | | 4.50 | 7.50 | 13.00 | | TAXI 15.00 | Airfare 265.00 |
| 14 | | 4.00 | 7.99 | | | TAXI 15.00 | Airport Tips 5.00 |
| 14 | | | | | | | |
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**NOTES**

(1) Attach lodging receipt(s) as supporting document(s).

(2) Cost of each meal and tip (less the cost of alcoholic beverages).

(3) Cost of local transportation and tips for travel between places of lodging or duty points and places where meals are taken not otherwise reimbursable *(JTR, par. C2402, and JFTR, par. U3510)*.

(4) (a) Fees and tips to hotel employees;
(b) Fees and tips to porters and baggage carriers *(Members of Uniformed Services indicate only those fees and tips paid to porters and baggage carriers at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.)*;
(c) Communications charges for lodging reservations;
(d) Expenses *(other than those shown on lodging receipts)* related to lodging;
(e) Expenses for personal laundry and cleaning of clothing.
*(See JFTR and JTR Appendix A, under definition of per diem, for listing of other incidental expenses.)*

I, REQUIRD certify that itemized amounts are actual and necessary expenses
*(Type or Print Name)*
incurred by me in performance of official travel for which I have not been reimbursed.

| SIGNATURE | DATE |
|---|---|
| REQUIRED | 7/14/2013 |

DD FORM 1351-3, SEP 1997 PREVIOUS EDITION MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Adobe Professional 7.0

## *FIGURE 4 - DD FORM 1351-2 (FOR OUTSIDE NORMAL COMMUTE WHEN TRAVELING BY POC)*

**TRAVEL VOUCHER OR SUBVOUCHER**

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

**1. PAYMENT**
[X] Electronic Fund Transfer (EFT)
[ ] Payment by Check

**SPLIT DISBURSEMENT:** The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
*NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.*
[ ] Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ 250.00

| 2. NAME (Last, First, Middle Initial) (Print or type) | 3. GRADE | 4. SSN | 5. TYPE OF PAYMENT (X as applicable) |
|---|---|---|---|
| XX | XX | 000-00-0000 | [ ] TDY [ ] Member/Employee [ ] PCS [X] Other [ ] Dependent(s) [ ] DLA |

| 6. ADDRESS. a. NUMBER AND STREET | b. CITY | c. STATE | d. ZIP CODE |
|---|---|---|---|
| XX | XX | XX | XXX |

e. E-MAIL ADDRESS

| 7. DAYTIME TELEPHONE NUMBER & AREA CODE | 8. TRAVEL ORDER/AUTHORIZATION NUMBER | 9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES | 10. FOR D.O. USE ONLY |
|---|---|---|---|
| (000) 000-0000 | D5XY5Z | | a. D.O. VOUCHER NUMBER |
| 11. ORGANIZATION AND STATION | | | b. SUBVOUCHER NUMBER |

**12. DEPENDENT(S)** *(X and complete as applicable)*
[ ] ACCOMPANIED [ ] UNACCOMPANIED

| a. NAME (Last, First, Middle Initial) | b. RELATIONSHIP | c. DATE OF BIRTH OR MARRIAGE |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS** *(Include Zip Code)*

c. PAID BY

**14. HAVE HOUSEHOLD GOODS BEEN SHIPPED?** *(X one)*
[ ] YES [ ] NO *(Explain in Remarks)*

d. COMPUTATIONS

NOTE: DIGITAL SIGNATURES IN THE CLAIMANT AND REVEIWER BLOCKS MANDATORY.

WET SIGNATURES WILL BE ACCEPTED

SAMPLE OF SECTION 15 ITINERARY IF USING POC TO THE DUTY STATION.

**15. ITINERARY**

| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP | e. LODGING COST | f. POC MILES |
|---|---|---|---|---|---|---|
| JUL | | | | | | |
| 10 | DEP | HOR | PA | | | |
| 10 | ARR | TYNDALL AFB | | TD | | 200 |
| 14 | DEP | | PA | | | |
| 14 | ARR | HOR | | MC | | 200 |
| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |
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| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |
| | ARR | | | | | |

**16. POC TRAVEL** *(X one)* [X] OWN/OPERATE [ ] PASSENGER

**17. DURATION OF TRAVEL**
[ ] 12 HOURS OR LESS
[ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
[ ] MORE THAN 24 HOURS

e. SUMMARY OF PAYMENT

| | |
|---|---|
| (1) Per Diem | |
| (2) Actual Expense Allowance | |
| (3) Mileage | |
| (4) Dependent Travel | |
| (5) DLA | |
| (6) Reimbursable Expenses | |
| (7) Total | 0.00 |
| (8) Less Advance | |
| (9) Amount Owed | 0.00 |
| (10) Amount Due | |

**18. REIMBURSABLE EXPENSES**

| a. DATE | b. NATURE OF EXPENSE | c. AMOUNT | d. ALLOWED |
|---|---|---|---|
| 10 JULY | SEE ATTACHED DD1351-3 | | |
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**19. GOVERNMENT/DEDUCTIBLE MEALS**

| a. DATE | b. NO. OF MEALS | a. DATE | b. NO. OF MEALS |
|---|---|---|---|
| | | | |
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| 20.a. CLAIMANT SIGNATURE | | | b. DATE 14 JULY |
|---|---|---|---|
| c. REVIEWER'S PRINTED NAME XX | d. SIGNATURE | e. TELEPHONE NUMBER XX | f. DATE 14 JULY |
| 21.a. APPROVING OFFICIAL'S PRINTED NAME | b. SIGNATURE | c. TELEPHONE NUMBER | d. DATE |

**22. ACCOUNTING CLASSIFICATION**

**23. COLLECTION DATA**

| 24. COMPUTED BY | 25. AUDITED BY | 26. TRAVEL ORDER/ AUTHORIZATION POSTED BY | 27. RECEIVED (Payee Signature and Date or Check No.) | 28. AMOUNT PAID |
|---|---|---|---|---|
| | | | | |

**DD FORM 1351-2, MAY 2011** PREVIOUS EDITION IS OBSOLETE. Exception to SF 1012 approved by GSA/IRMS 12-91. Adobe Professional 8.0

## *FIGURE 5 - DD FORM 1351-3 (FOR OUTSIDE NORMAL COMMUTE WHEN TRAVELING BY POC)*

**STATEMENT OF ACTUAL EXPENSES**

**REIMBURSABLE EXPENSES** *(JTR, par. C4601 and JFTR, par. U4205)*

| DATE 7 | LODGING *(Note 1)* | MEALS *(Note 2)* BREAKFAST | LUNCH | DINNER | LAUNDRY PRESSING CLEANING | LOCAL TRANSPORTATION *(Note 3)* | OTHER *(Note 4)* |
|---|---|---|---|---|---|---|---|
| 10 | | | 7.50 | 13.00 | | Tolls 2.00 | |
| 14 | | 4.00 | 7.99 | | | Tolls 2.00 | |
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**NOTES**

(1) Attach lodging receipt(s) as supporting document(s).

(2) Cost of each meal and tip (less the cost of alcoholic beverages).

(3) Cost of local transportation and tips for travel between places of lodging or duty points and places where meals are taken not otherwise reimbursable *(JTR, par. C2402, and JFTR, par.U3510)*.

(4) (a) Fees and tips to hotel employees;
(b) Fees and tips to porters and baggage carriers *(Members of Uniformed Services indicate only those fees and tips paid to porters and baggage carriers at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.)*;
(c) Communications charges for lodging reservations;
(d) Expenses *(other than those shown on lodging receipts)* related to lodging;
(e) Expenses for personal laundry and cleaning of clothing.
*(See JFTR and JTR Appendix A, under definition of per diem, for listing of other incidental expenses.)*

I REQUIRD certify that itemized amounts are actual and necessary expenses
*(Type or Print Name)*
incurred by me in performance of official travel for which I have not been reimbursed.

| SIGNATURE | DATE |
|---|---|
| REQUIRED | 7/14/2013 |

DD FORM 1351-3, SEP 1997 PREVIOUS EDITION MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Adobe Professional 7.0

# INACTIVE DUTY TRAINING (IDT) WITH PAY

## GENERAL

The following definitions apply to:

1. Assigned Unit. For travel allowance purposes, a RC member's designated place of duty is the assigned unit.

2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station.

## TRAVEL FROM HOME TO THE ASSIGNED UNIT OR TO AN ALTERNATE SITE IN THE LOCAL COMMUTING AREA

Travel and transportation allowances are not authorized for:

1. IDT at the:

    a. Training duty station;

    b. Drill site;

    c. Assigned unit city/town location;

    d. Local area of the assigned unit or home; or

2. Travel between home and the:

    a. Assigned unit

    b. Unit training assembly place; or

    c. Place of duty instead of a unit training assembly.

## REIMBURSEMENT OF SERVICE CHARGES FOR TRANSIENT GOVERNMENT HOUSING USE

A RC member who occupies transient Government housing (while performing IDT with pay) and is not authorized per diem/AEA, may be:

1. Reimbursed for lodging service charges; or

2. Provided lodging in kind.

Reimbursement for other than service charges for Government quarters (see JFTR Appendix A) use is not authorized. Note: A contract quarter authorization / non-availability statement from the billeting office must accompany any requests for off-base lodging reimbursement.

IDT lodging reimbursement is authorized for the day before duty begins (when needed) but not

the last day of duty as this is the travel day back to the HOR.

For IDT lodging to be reimbursed the last night of duty, the following requirements apply:

If a member incurs lodging expenses due to mission requirements or operational risk management (ORM), lodging reimbursement may be authorized. Reimbursement must be authorized in a memorandum from the member's assigned/attached unit supervisor and endorsed by the detachment commander. (Ref HQ RIO IDT Policy Letter on file at IMA Travel)

## FILING A SF 1164 (FOR IDT LODGING REIMBURSEMENT)

### INSTRUCTIONS ON COMPLETING AN SF1164

Complete only those sections identified below (see Figure 6), when in an IDT status. All other sections are not required. Lodging is the ONLY reimbursable expense.

#### *Section 4 – CLAIMANT*

1. Name
2. Social Security Number
3. Mailing Address
4. Office Telephone Number

#### *Section 6 - EXPENDITURES*

Enter dates of lodging claimed. The FROM/TO columns show the IDT lodging location and daily rate ‘x’ number of days lodged. You can request a Split Disbursement amount in this section if needed.

#### *Section 7 – AMOUNT CLAIMED*

Enter total dollar amount of lodging being claimed.

#### *Section 8*

Document requires an Approving Official signature and date.

#### *Section 10*

Claimant (IMA) must sign and date.

**NOTE: SUBMIT A COPY OF THE AF FORM 40A WITH THE SF1164. THE 40A MUST BE PRINTED FROM UTAPS WEB WITH THE AUTHORIZING OFFICIAL’S SIGNATURE AND TITLE AS WELL AS THE RESERVIST’S NAME. INCLUDE LODGING RECEIPT AND CONTRACT QUARTERS AUTHORIZATION / NON-AVAILABILITY STATEMENT (IF APPLICABLE).**

## *FIGURE 6 SAMPLE SF 1164 (IDT LODGING ONLY)*

**CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS**

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE

2. VOUCHER NUMBER

3. SCHEDULE NUMBER

*Read the Privacy Act Statement on the back of this form.*

5. PAID BY

4. CLAIMANT

a. NAME *(Last, first, middle initial)*: REQUIRED

b. SOCIAL SECURITY NO.: REQUIRED

c. MAILING ADDRESS *(Include ZIP Code)*: REQUIRED

d. OFFICE TELEPHONE NUMBER: REQUIRED

6. EXPENDITURES *(If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)*

*Show appropriate code in col. (b):*
A - Local travel
B - Telephone or telegraph, or
C - Other expenses *(itemized)*
D - Funeral Honors Detail
E - Specialty Care

*(Explain expenditures in specific detail.)*

| DATE 2013 (a) | CODE (b) | (c) FROM | (d) TO | MILEAGE RATE ¢ / NO. OF MILES (e) | MILEAGE (f) | FARE OR TOLL (g) | ADD PER-SONS (h) | TIPS AND MISCEL-LANEOUS (i) |
|---|---|---|---|---|---|---|---|---|
| JULY 10-14 | C | TYNDALL AFB | IDT LODGING | | | | | |
| | | $53.25 PER DAY | X 5 = $266.25 | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | PLEASE SEND 100% | TO THE GTCC | | | | | |
| | | (ONLY IF | NEEDED) | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| *If additional space is required continue on the back.* | | | SUBTOTALS CARRIED FORWARD FROM THE BACK | | | | | |
| 7. AMOUNT CLAIMED *(Total of cols. (f), (g) and (i).)* ▶ $ 266.25 | | | | TOTALS | | | | |

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. *(Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)*

*Sign Original Only*

APPROVING OFFICIAL SIGN HERE ▶ REQUIRED — DATE: XX

9. This claim is certified correct and proper for payment.

*Sign Original Only*

AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶ — DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

*Sign Original Only*

CLAIMANT SIGN HERE ▶ REQUITED — DATE: XX

11. CASH PAYMENT RECEIPT

a. PAYEE *(Signature)*

b. DATE RECEIVED

c. AMOUNT $

12. PAYMENT MADE BY CHECK NO.

*ACCOUNTING CLASSIFICATION*

DoD Overprint 4/2002 — Reset — STANDARD FORM 1164 (Rev. 11-77) Prescribed by GSA, FPMR (CFR 41) 101-7

# PERMANENT CHANGE OF STATION (PCS) ENTITLEMENTS

## PER DIEM EN ROUTE TO/FROM PDS

For PCS travel, the member is paid the standard CONUS per diem rate and a reduced rate is paid for each dependent traveling in the same vehicle. The standard CONUS per diem rate is paid for each day of PCS travel between authorized points, up to the allowable travel time of 350 miles per day. **This includes any in route lodging costs.**

## POC/POV MILEAGE EN ROUTE TO / FROM PDS

PCS mileage is paid using DTOD and IAW JTR. **POV operating expenses are reimbursed through mileage allowance. Fuel is not reimbursed separately.**

## TEMPORARY LODGING EXPENSE (TLE)

TLE is an allowance intended to partially pay members for lodging and meal expenses incurred by a member and his/her dependent(s) while occupying temporary lodging in conjunction with a CONUS PCS. Due to a move, a member is entitled to TLE when entering active duty. The time limit is 10 days for a member reporting to his/her (PDS) from home of record (HOR). The 10 TLE days can be split used as needed either near the member's HOR, place of which he/she entered active duty (PLEAD) or after arriving at the new PDS.

**NOTE: A MEMBER IS NOT ENTITLED TO TLE WHEN LEAVING ACTIVE DUTY AS DIRECTED BY THE JTR.**

## TEMPORARY LODGING ALLOWANCE (TLA)

TLA is a military pay entitlement for an OCONUS PCS. The claim can be sent to the HQ RIO RPO office at Buckley Air Force Base, Colorado, via email at arpc.riorpo.1@us.af.mil. TLA is not processed for reimbursement at the IMA Travel office because it is a military pay entitlement. The IMA Travel office only reimburses PCS travel expenses to and from the duty station.

**DSN:** 847-3711

**Comm:** 720-847-3711

**Fax:** 720-847-3960

## DISLOCATION ALLOWANCE (DLA) JTR Chapter 5

A member is not entitled to DLA from home or from PLEAD to first PDS, unless the member's dependents actually move from the member's residence to the PDS or a designated place.

**NOTE: IF THE DEPENDENTS DO NOT RELOCATE TO THE NEW PDS OR THE MEMBER HAS NO DEPENDENTS, DLA IS NOT AUTHORIZED FROM HOME (OR PLEAD) TO THE FIRST PDS.**

**Defense Travel Management Office (DTMO) Frequently Asked Questions**

Dislocation Allowance (DLA)

- Q. Am I authorized DLA when moving from my home of record to my first duty station?

  A. By law there is no DLA when the PCS is from your home (or the place from which you entered active duty) to your first permanent duty station (PDS) unless your dependents actually move in connection with the PCS.

- Q. May I be paid a DLA when I PCS from my permanent duty station/place of active duty to my home of record or home of selection (HOR/HOS) when I leave the Service?

  A. No, by law there is no DLA authorized when the PCS is from your PDS to your HOR/HOS. In other words there's no DLA authority when leaving active duty.

- Q. I'm a Reserve Component member who regularly or repeatedly comes on, and leaves, active duty. Am I eligible to receive a DLA on any of those moves to or from active duty?

  A. No - as mandated by law, individuals coming on/leaving active duty are not eligible for DLA. The EXCEPTION TO THIS if you come on active duty for more than 20 weeks at one location and are authorized PCS allowances and you move your dependents from your home to your new PDS or a designated place.

## HOUSEHOLD GOODS (HHG) TRANSPORTATION

A member is entitled to HHG transportation or non-temporary storage (NTS) when ordered to perform a PCS move, subject to conditions specified in the JTR. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance in one lot between authorized places at the lowest overall cost to the Government. You must contact a Transportation Management Office (TMO) for a personal procured move (PPM). (Formally known as a DITY move.) TMO will instruct you on the required documents and compute your entitlement.

**NOTE: FOR REIMBURSEMENT OF THE PPM, A COMPLETED DD FORM 2278 (SECTIONS 10 THROUGH 12 ARE R E Q U I R E D FOR PAYMENT) WITH ALL SUPPORTING DOCUMENTS PROVIDED BY TMO (TO INCLUDE A COPY OF YOUR PCS ORDER) MUST BE SUBMITTED TO IMA TRAVEL FOR PAYMENT.**

# DEFENSE TRAVEL SYSTEM (DTS)

## INSTRUCTIONS FOR COMPLETING YOUR AUTHORIZATION IN DTS

### AUTHORIZATION/ORDERS:

1) Orders requests are created, approved and certified in AROWS-R

2) Once the order is authenticated, it is exported hourly to DTS if it meets current AFRC/FM business rules.

3) The following orders meet the criteria to be processed in DTS:

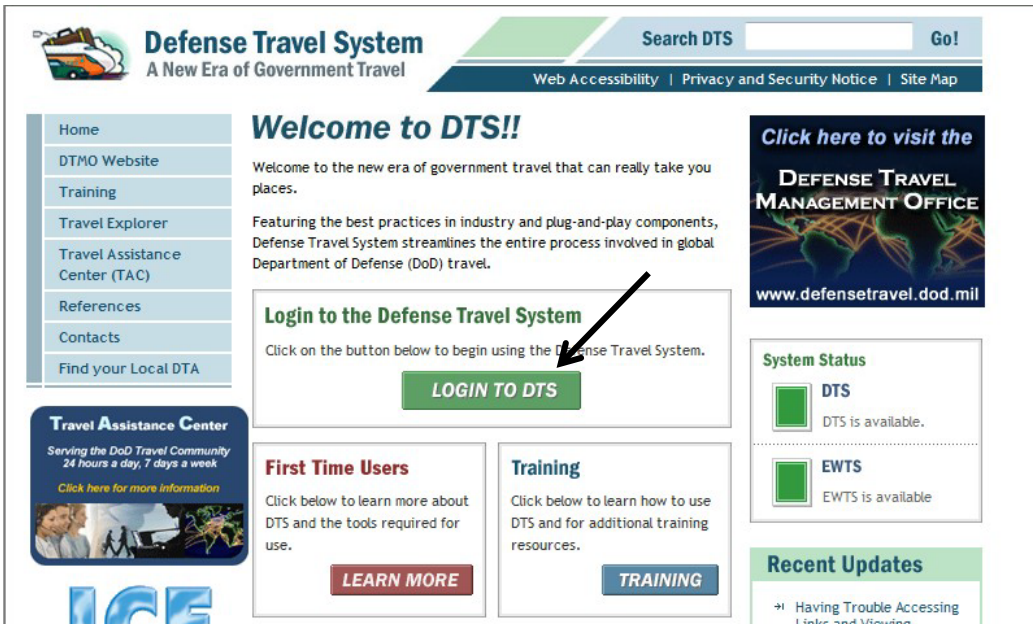
   a) Annual Tour Only (NO IDTs on front or back end);

   b) MPA/RPA less than 30 days; or

   c) Back to Back Orders less than 45 days total

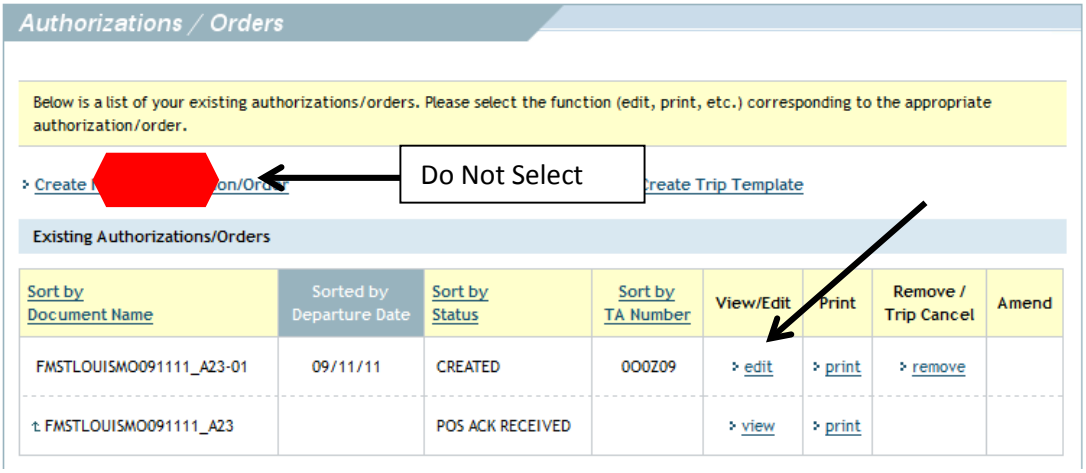
***Step 1:*** Member will receive a notification from DTS that a document is awaiting action.

***Step 2:*** Member will log into DTS: [http://www.defensetravel.osd.mil/dts/site/index.jsp.](http://www.defensetravel.osd.mil/dts/site/index.jsp)

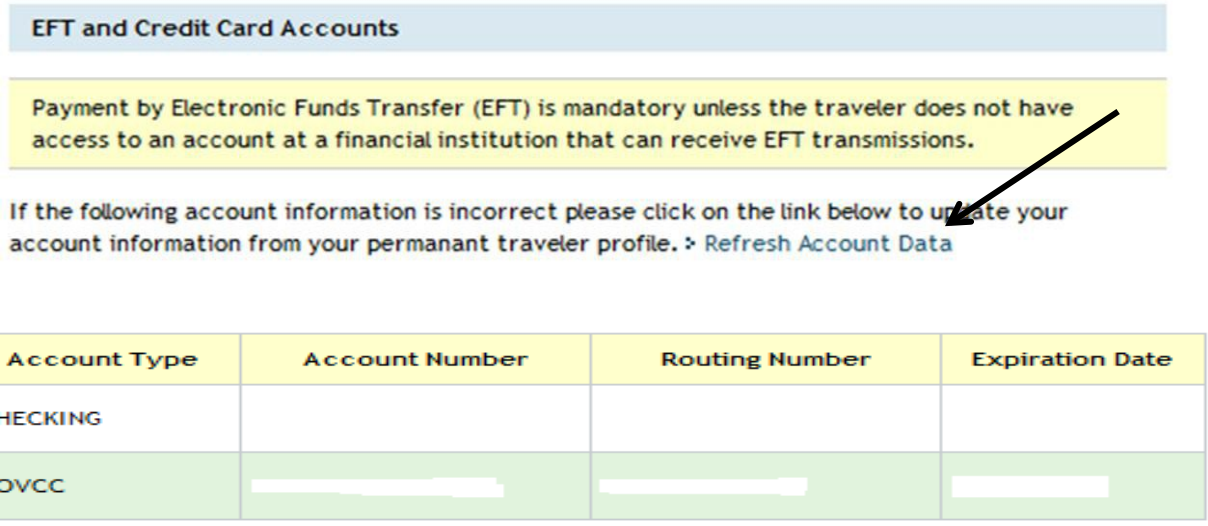



***Step 3:*** From the home page, select 'Official Travel', then 'Authorizations/Orders'.

***Step 4:*** Select the authorization from the list, then click 'Edit.'




***Step 5:*** Under EFT and Credit Card Accounts; click 'Refresh Account Data'

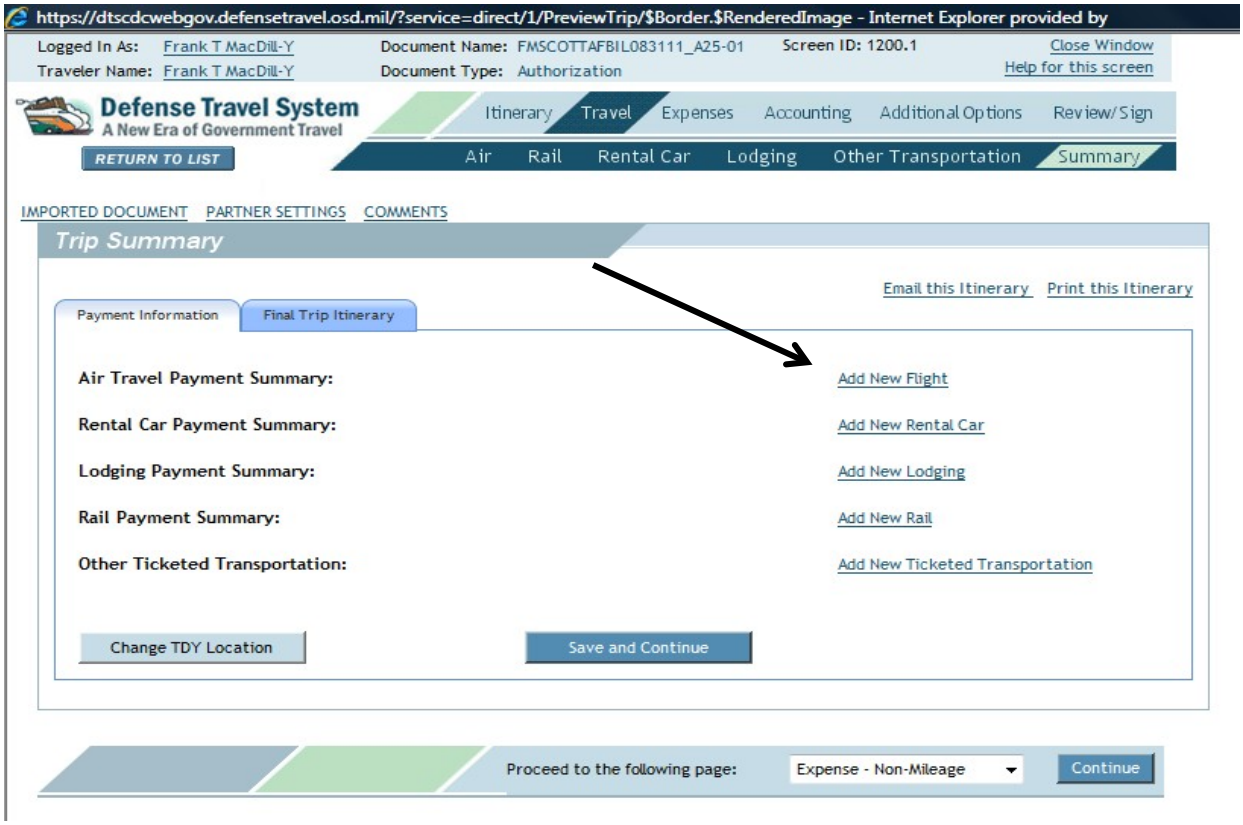



Your checking account and GTC information will appear in the above box.

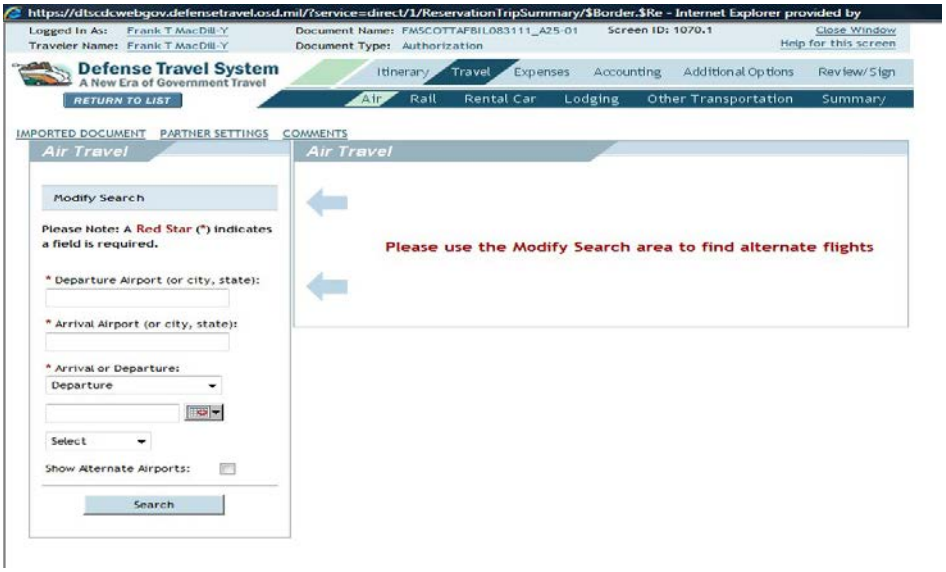
***Step 6:*** On the Main Navigation Bar across the top, select 'Travel.'

***Step 7:*** The Trip Summary Page.

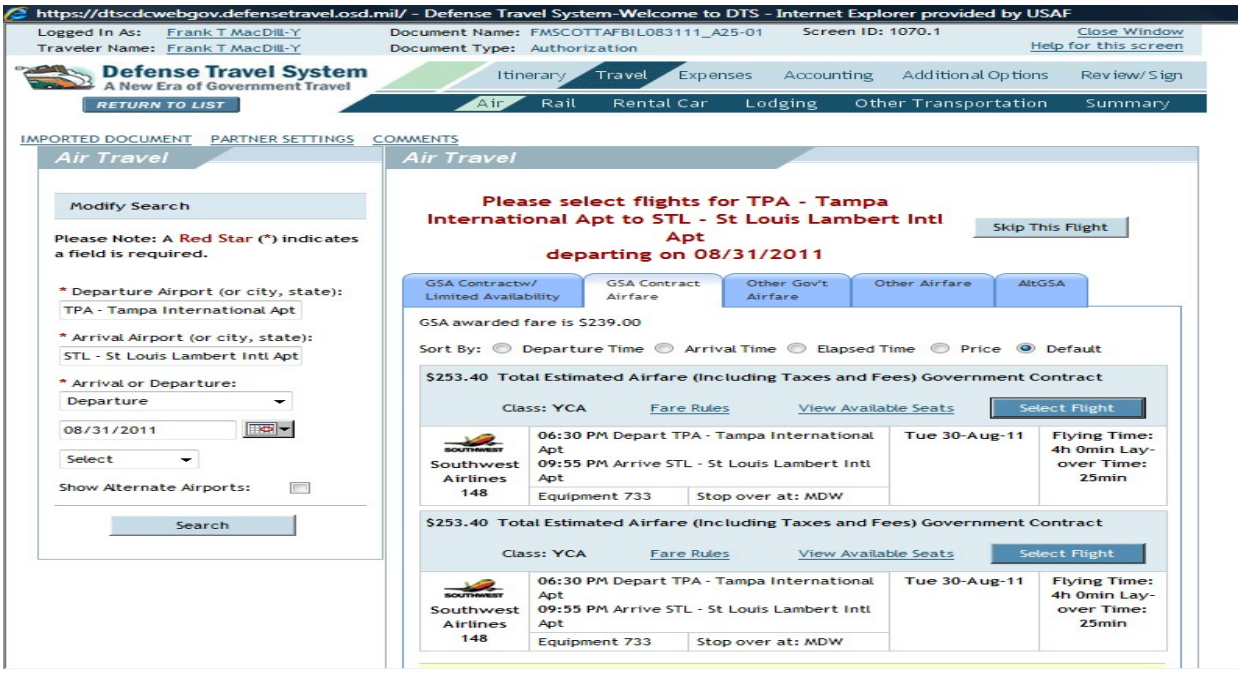
Select 'Add New Flight.' If not applicable, skip to Step 9.




***Step 8:*** Enter city or airport code in 'Departure and Arrival.' Select your travel date then click 'Search.'



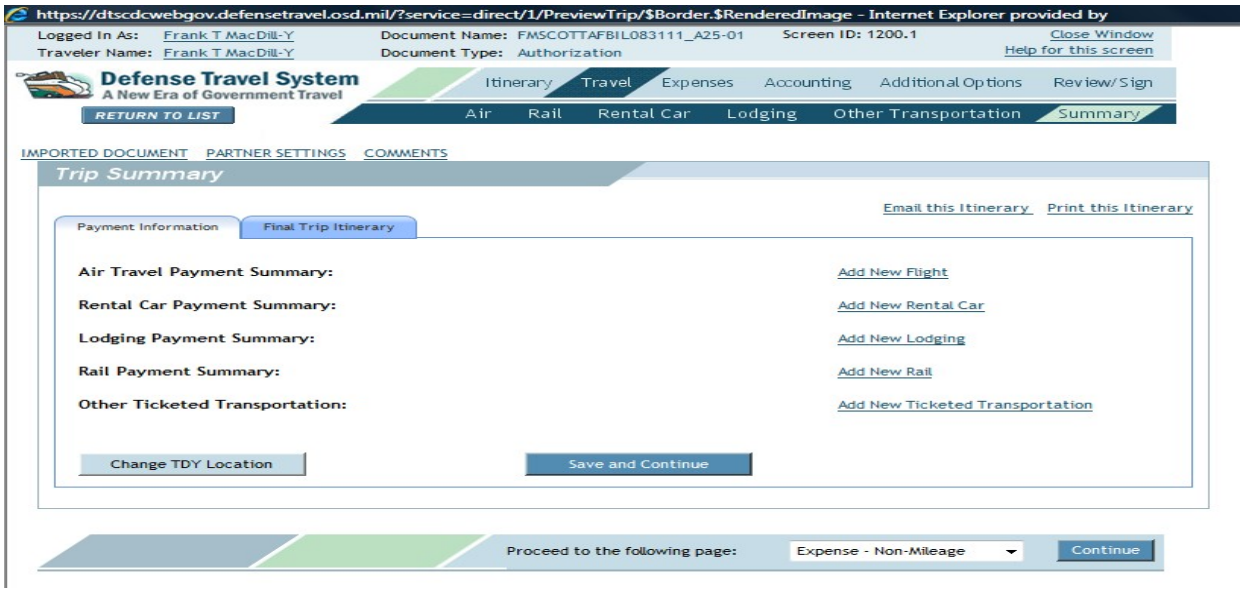
***Step 9:*** Select a 'GSA Contract Airfare.'

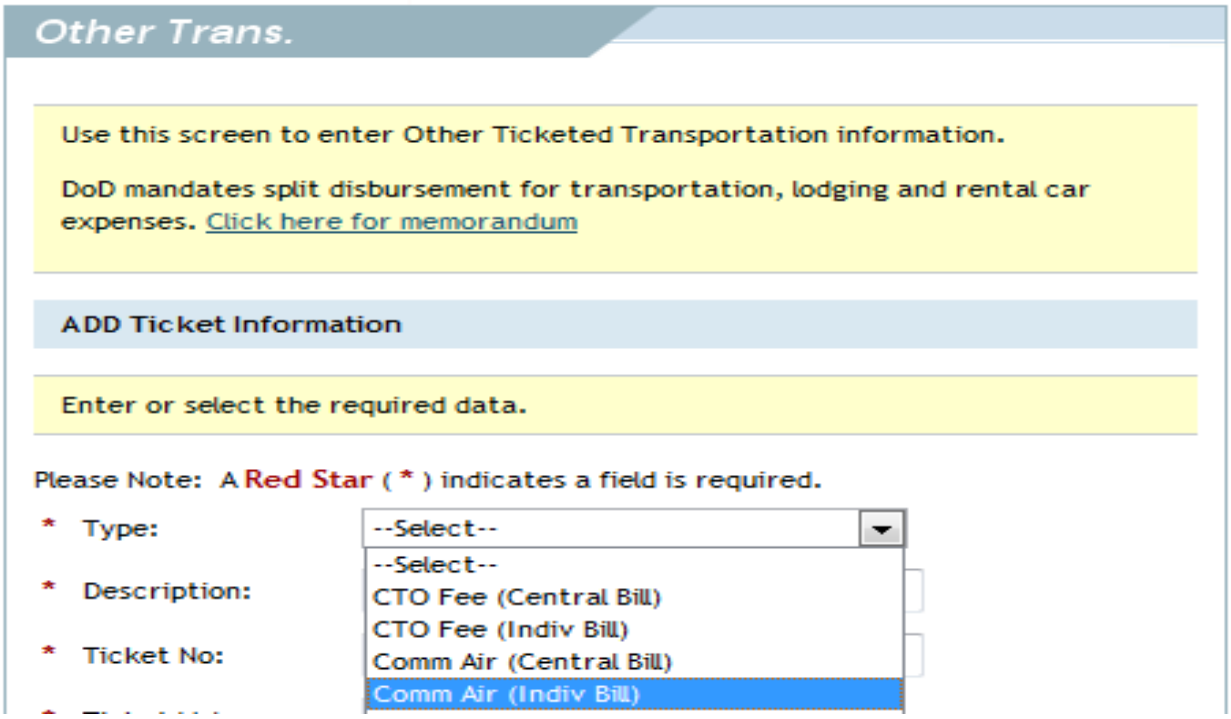


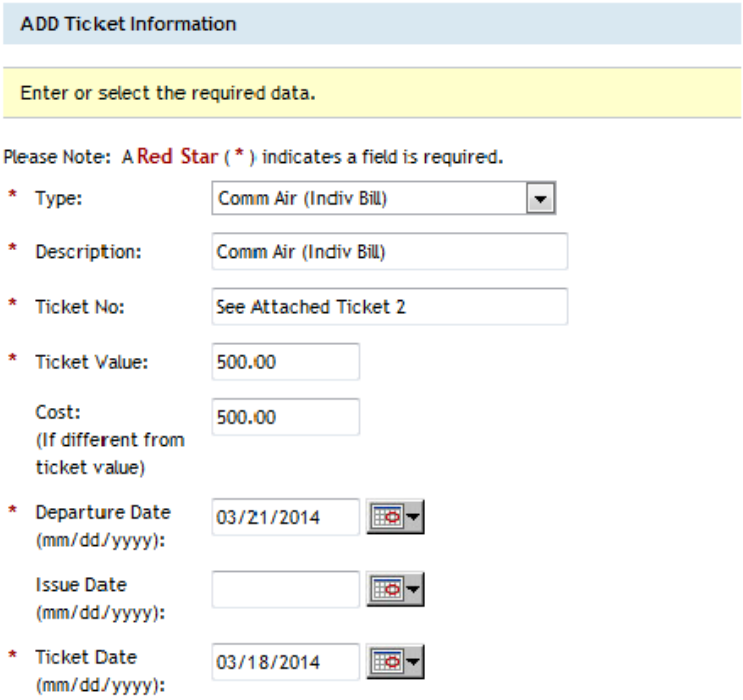

***NOTE: IF YOU SELECT AN AIRFARE OTHER THAN A GSA CONTRACT CARRIER FAR, YOU ARE REQUIRED TO GIVE JUSTIFICATION AND GET APPROVAL BY YOUR AUTHORIZING OFFICIAL BEFORE IT IS GRANTED.**

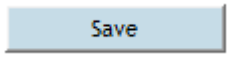
****NOTE: IF A RENTAL CAR IS AUTHORIZED ON THE ORDER, YOU CAN SELECT YOUR RENTAL THROUGH THE RESERVATION MODULE AS WELL.**

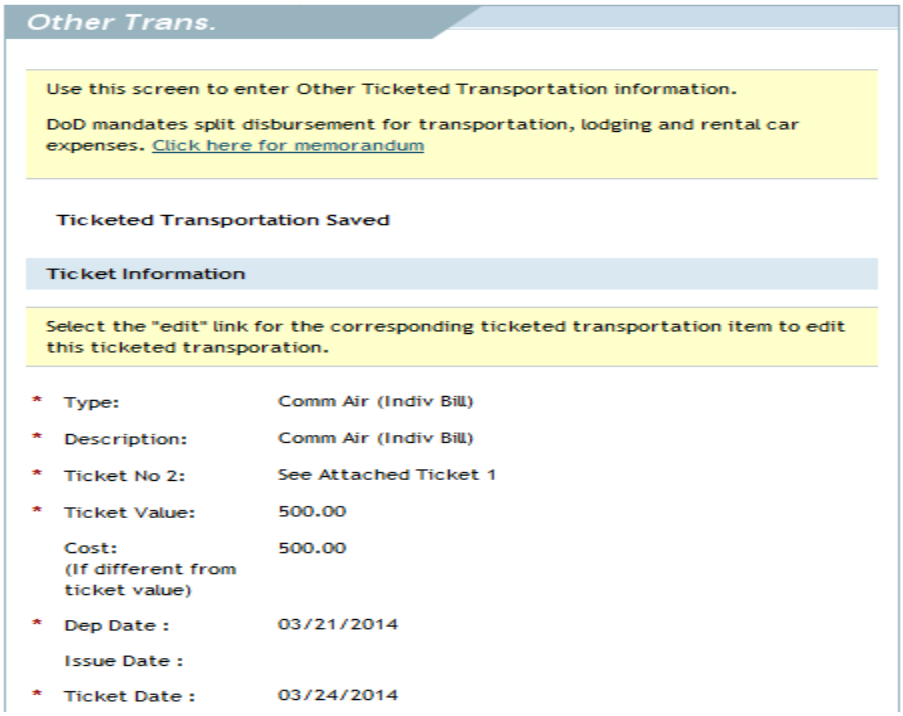
***Step 10:*** To add a 'Reservation Made Outside of DTS' via a CTO. Select 'Travel' then click on 'Other Transportation.'





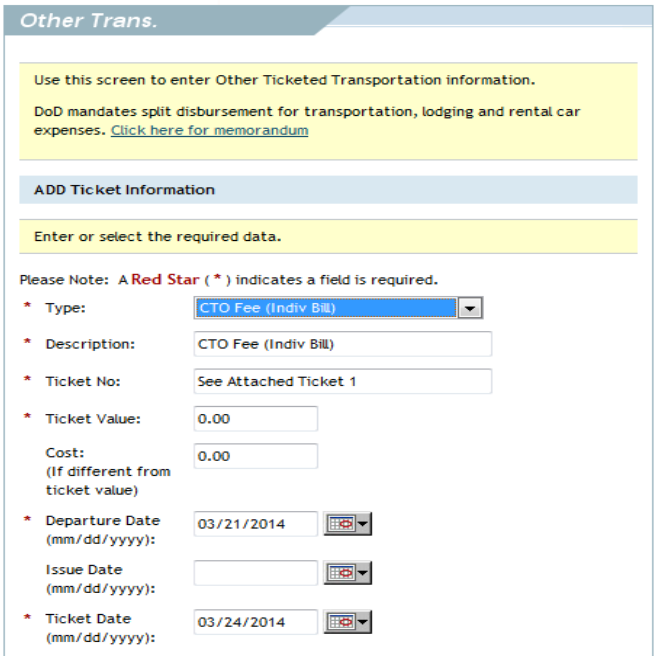

Once all info has been added, click on 




Ticket Transportation has been saved. To add CTO fee, click on

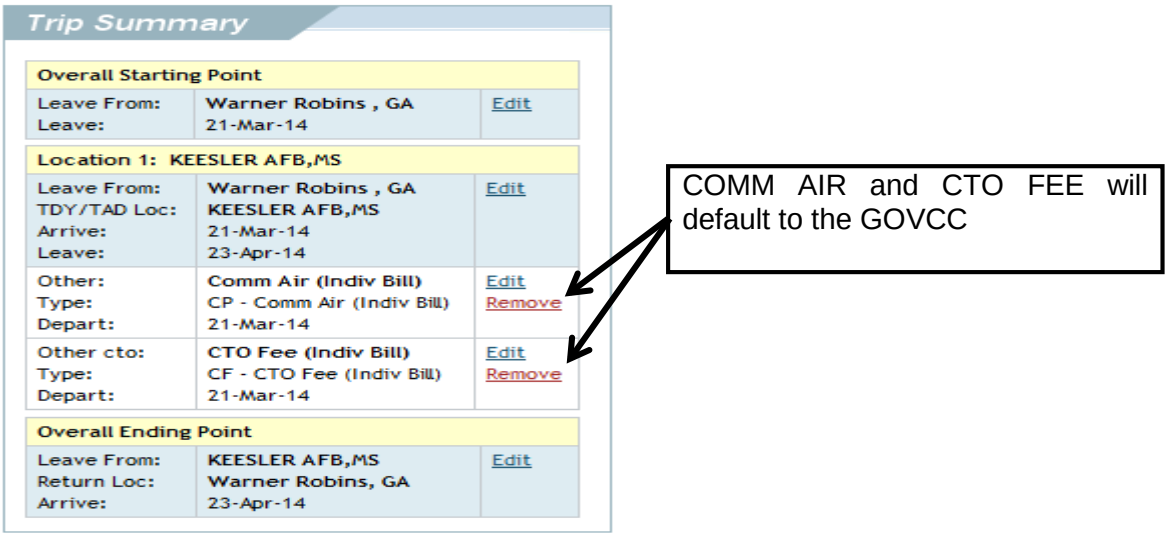
Create a New Ticketed Transportation Entry

Select 'CTO FEE (Indiv Bill)'. Add the fee amount.

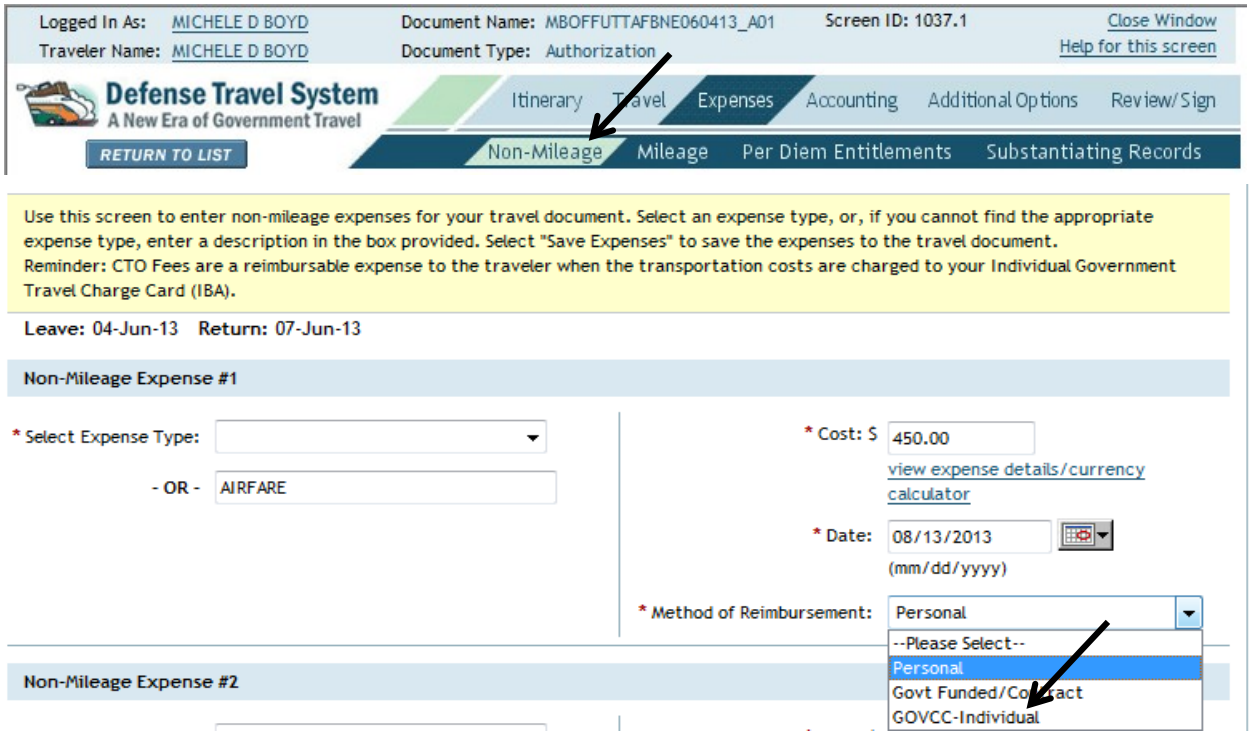


Once all info has been added click Save

Your Trip Summary should look like this:

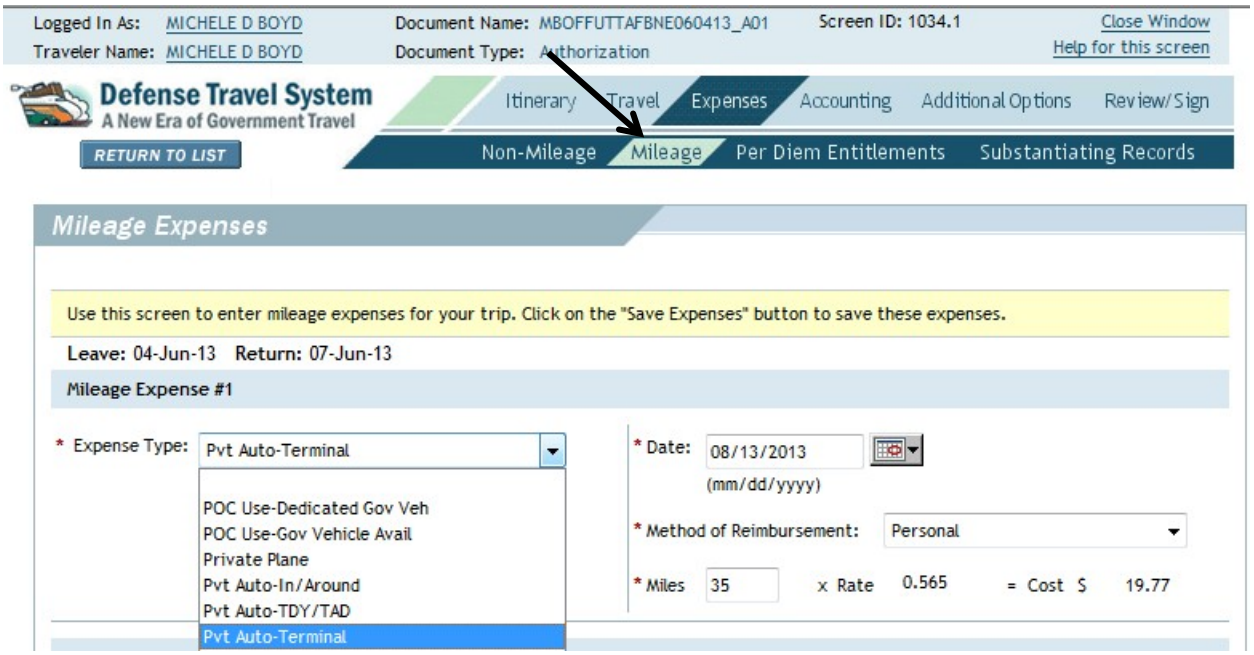



***Step 11:*** Select 'Non-Mileage Expenses.'

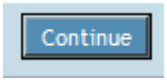



***NOTE: AIRFARE AND RENTAL CAR WILL DEFAULT AUTOMATICALLY TO YOUR GTC IN DTS.**

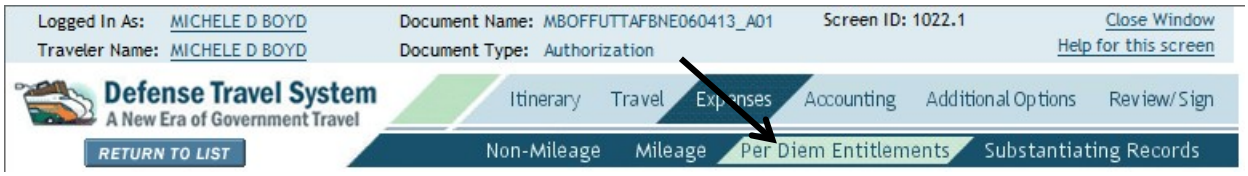
***Step 12:*** Select 'Mileage Expenses.'



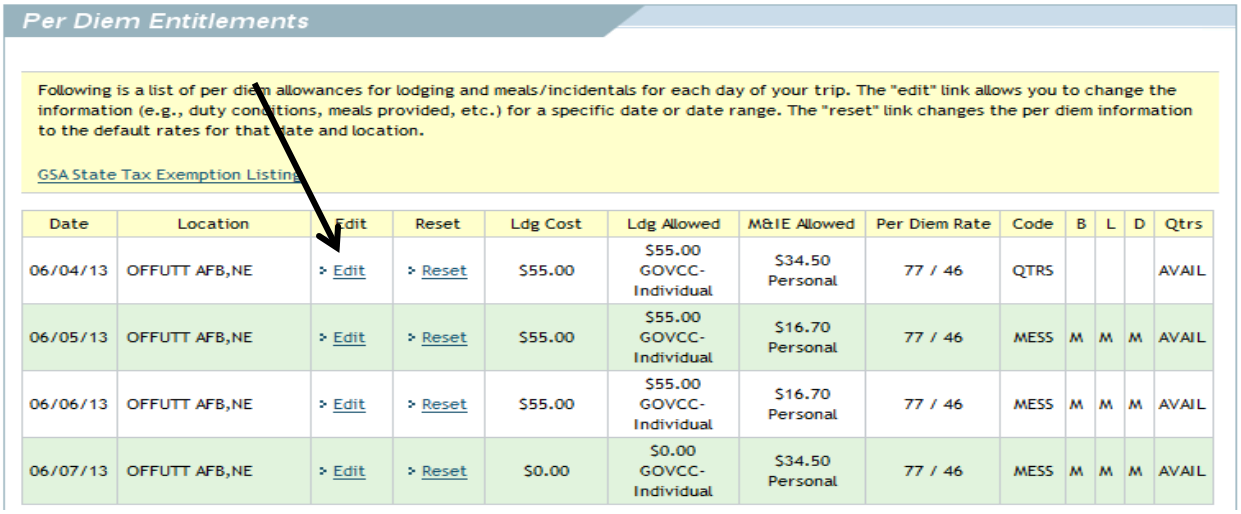

Once you have completed all your expenses, select 'Save expenses', then 'Continue.'




***Step 13:*** From Expenses, select 'Per Diem Entitlements.'



***Step 14:*** Click 'Edit.'



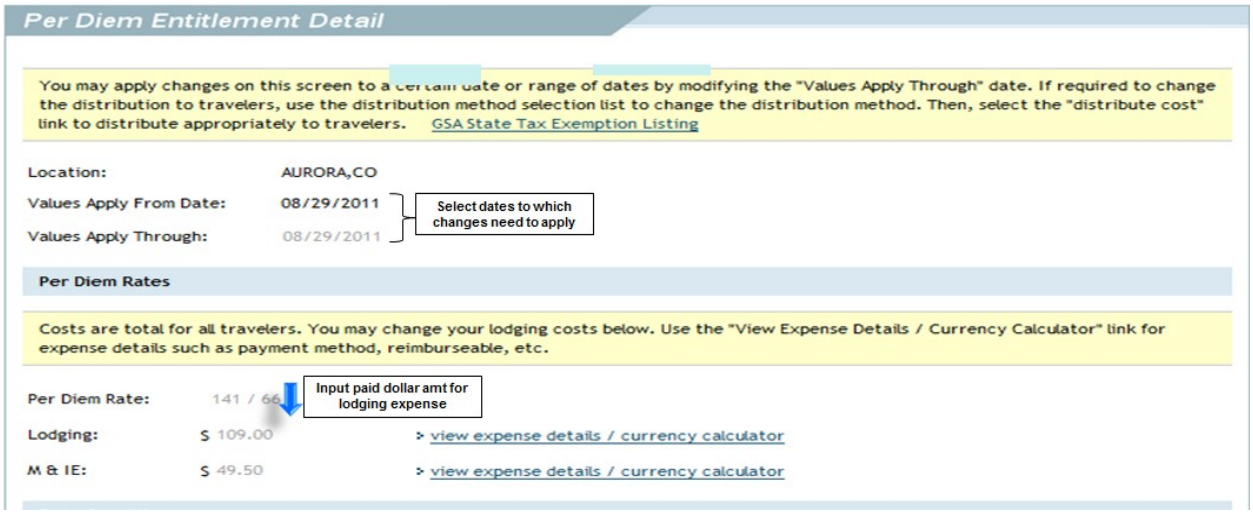
**Per Diem Entitlements**

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

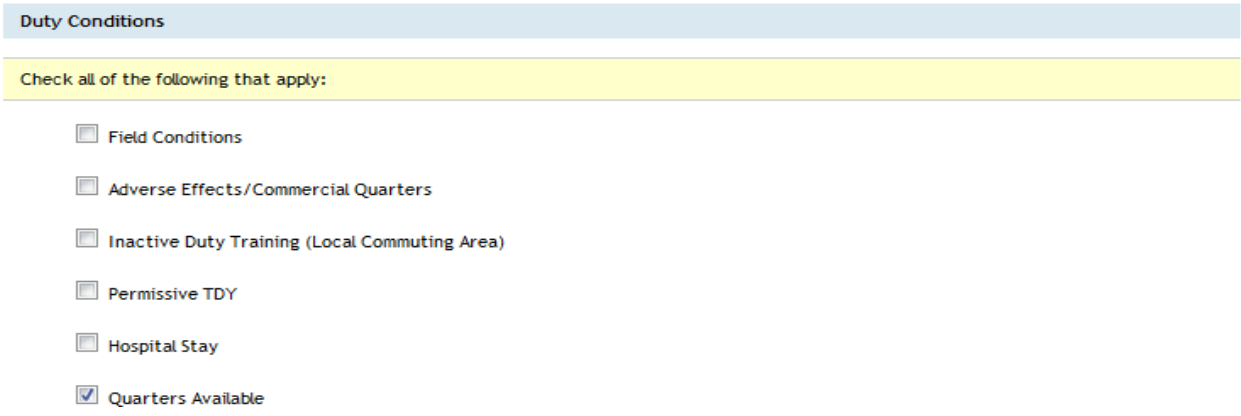
GSA State Tax Exemption Listing

| Date | Location | Edit | Reset | Ldg Cost | Ldg Allowed | M&IE Allowed | Per Diem Rate | Code | B | L | D | Qtrs |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 06/04/13 | OFFUTT AFB,NE | Edit | Reset | $55.00 | $55.00 GOVCC-Individual | $34.50 Personal | 77 / 46 | QTRS | | | | AVAIL |
| 06/05/13 | OFFUTT AFB,NE | Edit | Reset | $55.00 | $55.00 GOVCC-Individual | $16.70 Personal | 77 / 46 | MESS | M | M | M | AVAIL |
| 06/06/13 | OFFUTT AFB,NE | Edit | Reset | $55.00 | $55.00 GOVCC-Individual | $16.70 Personal | 77 / 46 | MESS | M | M | M | AVAIL |
| 06/07/13 | OFFUTT AFB,NE | Edit | Reset | $0.00 | $0.00 GOVCC-Individual | $34.50 Personal | 77 / 46 | MESS | M | M | M | AVAIL |

Per Diem Entitlement Detail will appear. Click on 'Values Apply Through' calendar and select date.

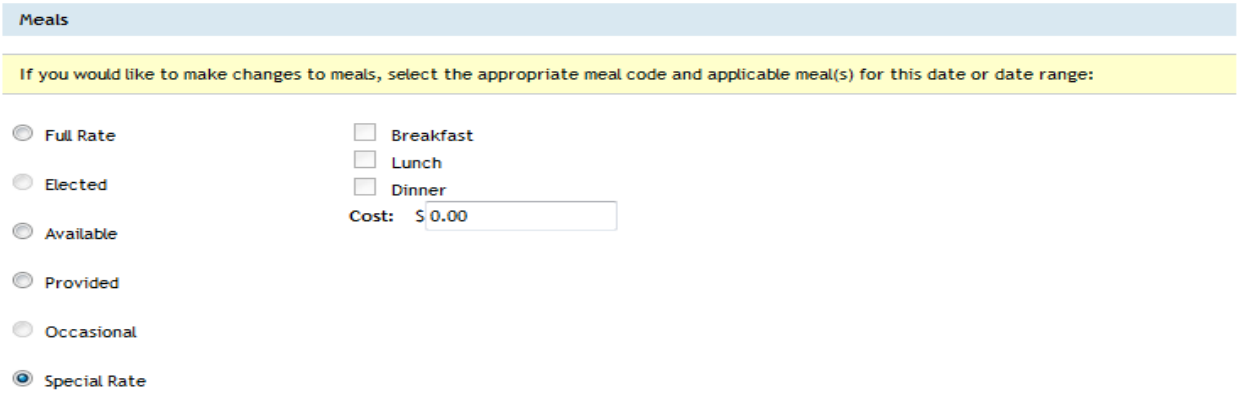


Under Duty Conditions, ensure ‘Quarters Available’ is checked.

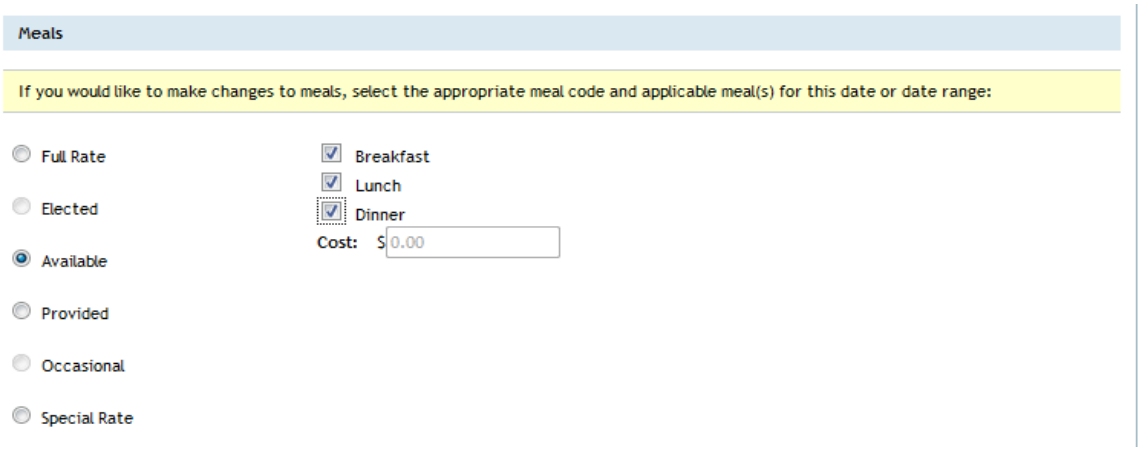



## Meals for Annual Tour ONLY

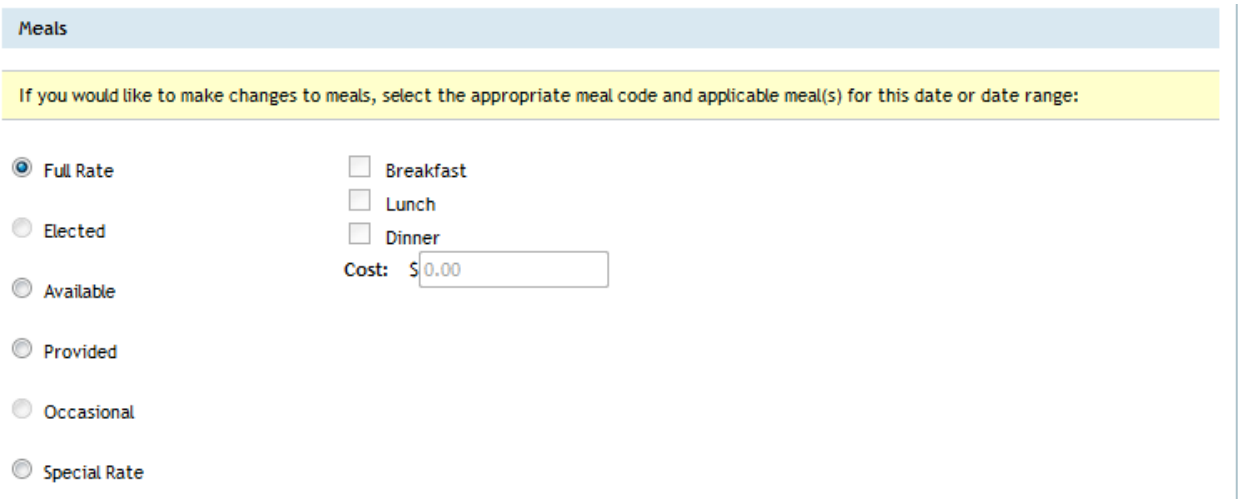
Select ‘Special Rate’ and in the Cost box put $0.00.




When traveling TDY to a BASE, the Government Meal Rate (GMR) applies. Select ‘Available’ and check Breakfast, Lunch, and Dinner.

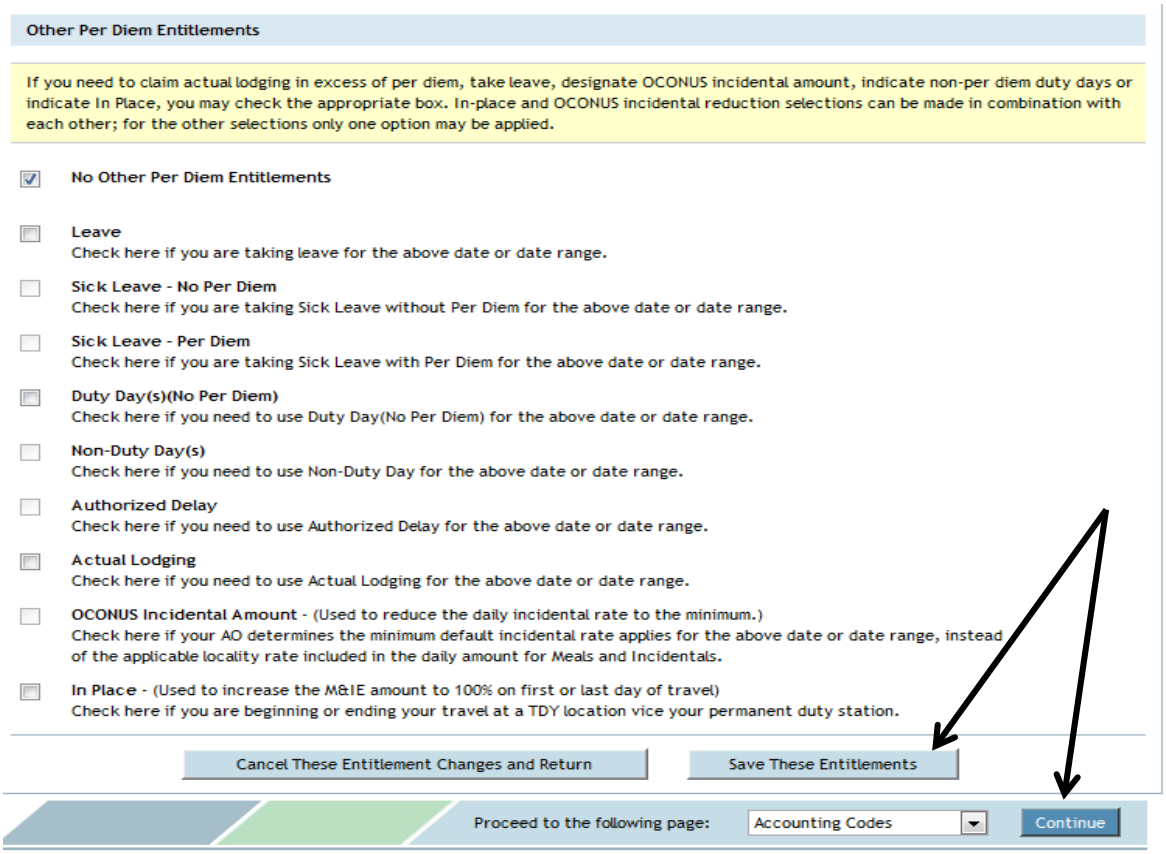


If government quarters are not available, a Statement of Non-Availability is required unless the On-Base Lodging is under the Army Privatized Lodging Program. Select Full Rate.




## Other Per Diem Entitlements

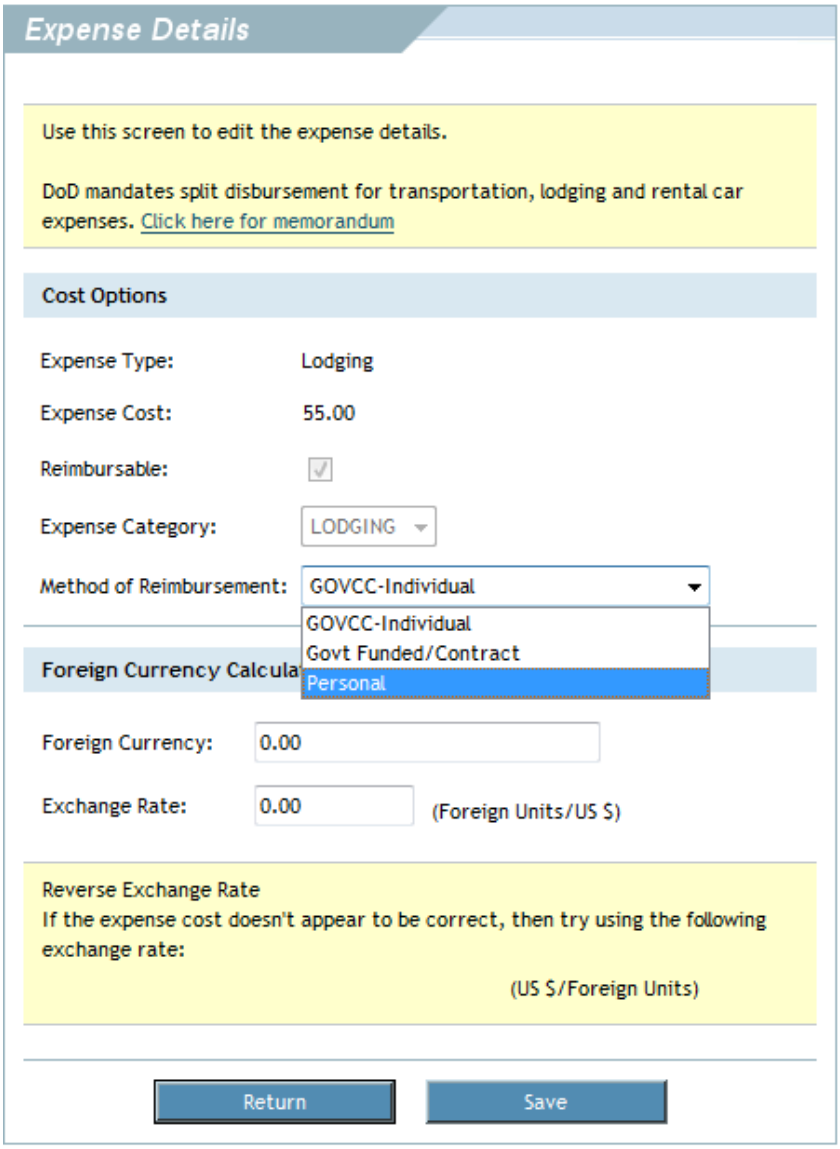
Ensure the 'No Other Per Diem Entitlements' is checked. Click 'Save These Entitlements', then click 'Continue.'



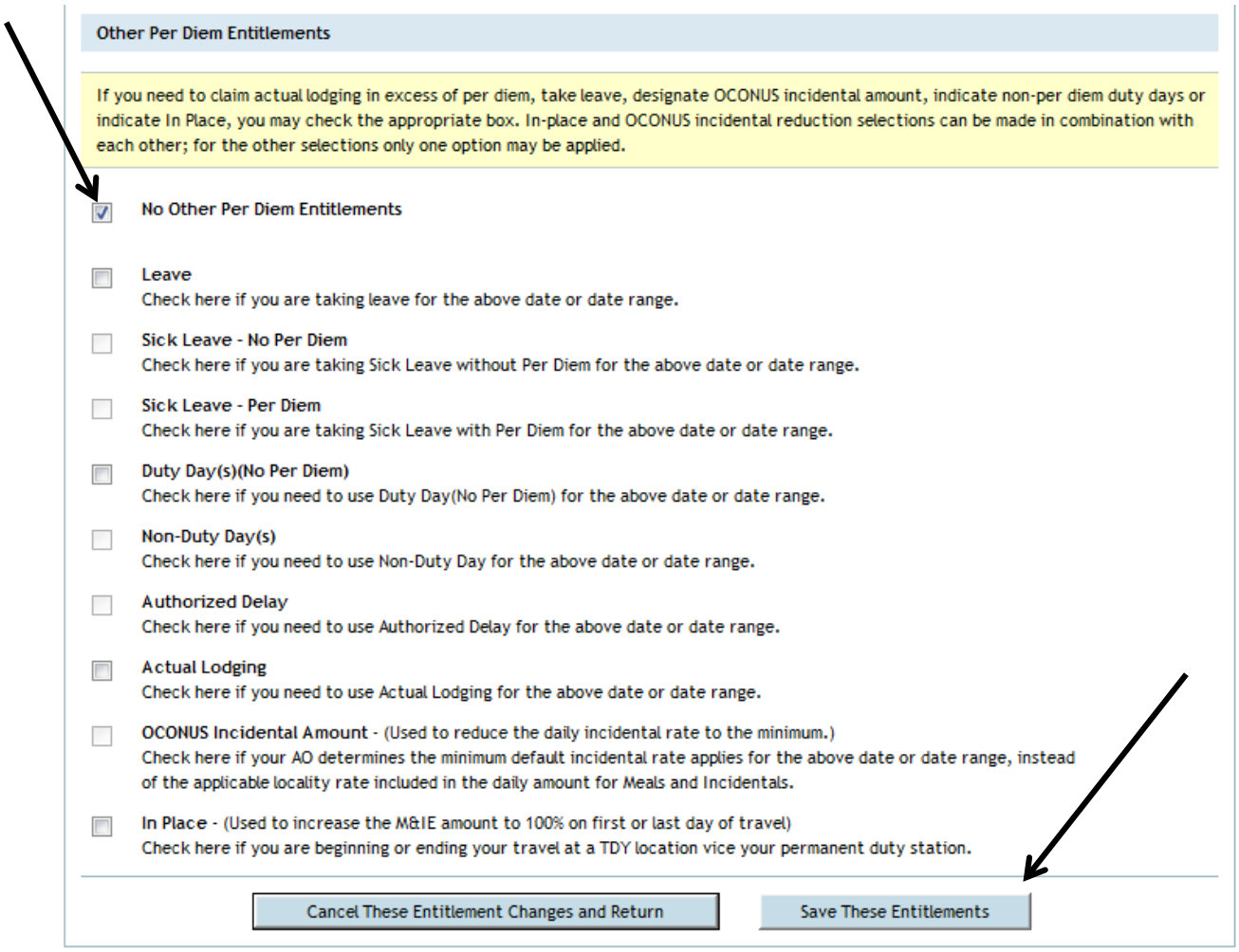
If you paid your GTC, you can update your Method of Reimbursement to reflect 'PERSONAL.'

Enter dollar amount of lodging. The system automatically defaults to the Standard CONUS Rate.

***NOTE: THE LODGING EXPENSE WILL DEFAULT TO YOUR GTC. IF YOU USED ANOTHER METHOD OF PAYMENT, CLICK THE LINK TO THE RIGHT OF THE LODGING COST BOX (VIEW EXPENSE DETAILS/CURRENCY CALCULATOR), SELECT 'PERSONAL', THEN HIT 'SAVE.'**



Ensure the 'NO OTHER PER DIEM ENTITLEMENTS' is checked. Then click 'Save these Entitlements.'



## *Step 15:* Preview Trip

### Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

**Reference Information**

| | |
|---|---|
| Reference: | |

**Document Comments**

| | |
|---|---|
| Comments to the Approving Official: | |
| Comments from the Travel Agent: | |

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

**Other Trip Information**

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: SITE VISIT

Trip Description: DET 25 DTS Implementation

**Overall Starting Point** Time Zone: EST (06)

Itinerary: Edit

Leave From: Marietta,GA

Leave: 04-Jun-13

**Location 1 - OFFUTT AFB,NE** Time Zone: CST (07)

Itinerary: Edit

Leave From: OFFUTT AFB,NE

TDY/TAD Location: OFFUTT AFB,NE

Arrive: 04-Jun-13

Leave: 07-Jun-13

Rental Car: Edit

Company:

En-Route: No

Cost: $0.00

Location:

Pick-Up: 04-Jun-13 12:00AM

Drop-Off: 07-Jun-13 12:00AM

Method Of Reimbursement:

Restrictions:

Comments to the Travel Agent:

**Overall End Point** Time Zone: EST (06)

Itinerary: Edit

Leave From: OFFUTT AFB, NE

Return Location: Marietta,GA

Arrive: 07-Jun-13

**Expenses**

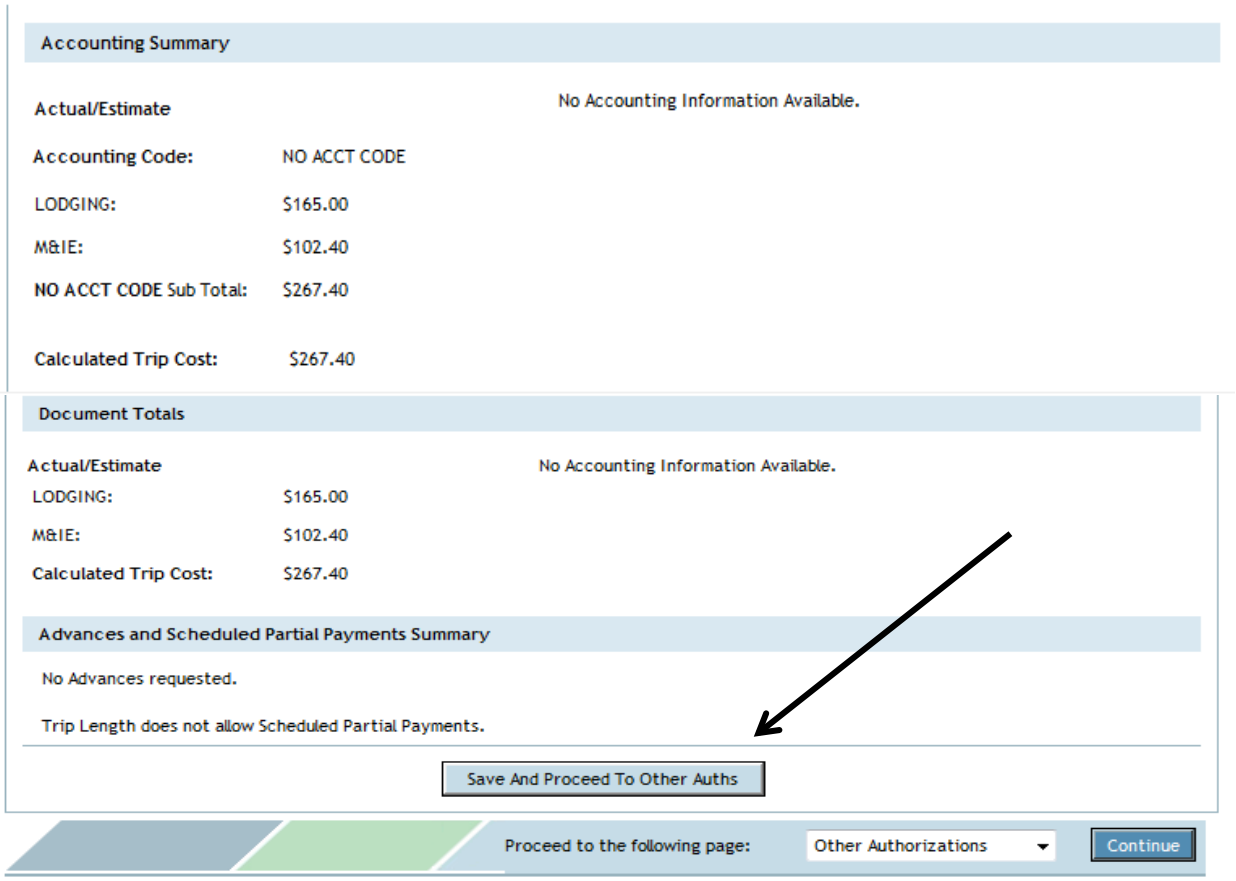
No Expense Information Available.

**Per Diem Entitlements**

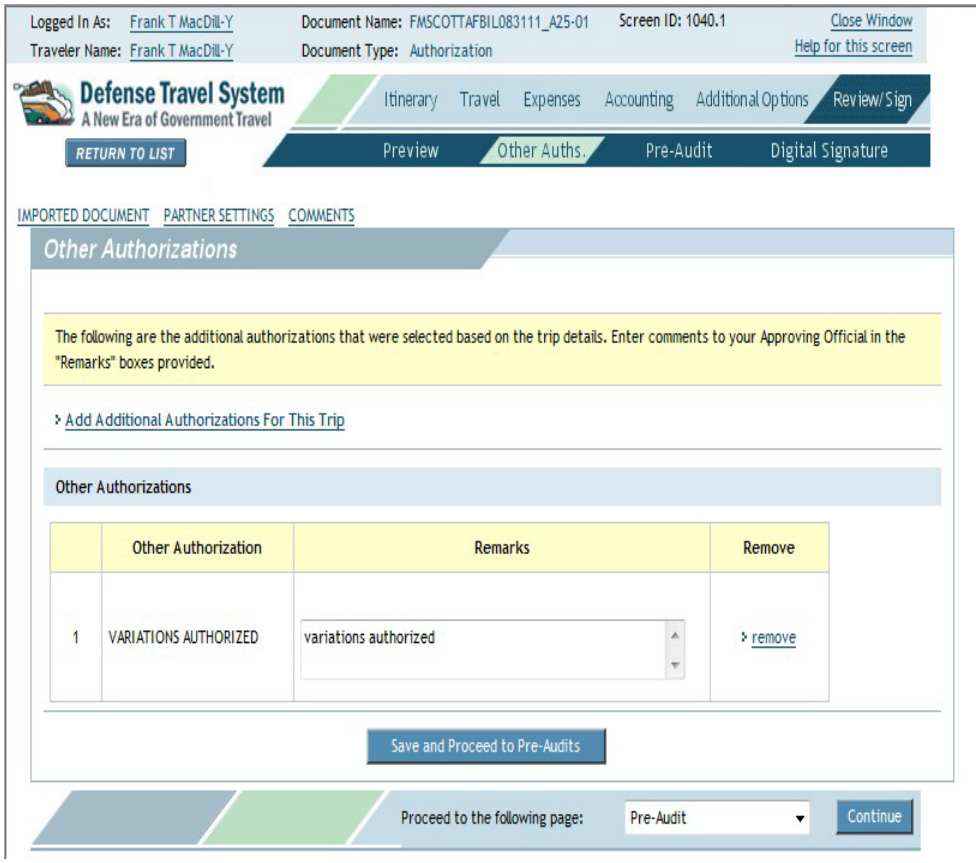
Lodging M&IE:

| | Start Date | End Date | Total Lodge | Total M&IE |
|---|---|---|---|---|
| Edit | 06/04/13 | 06/07/13 | $165.00 | $102.40 |

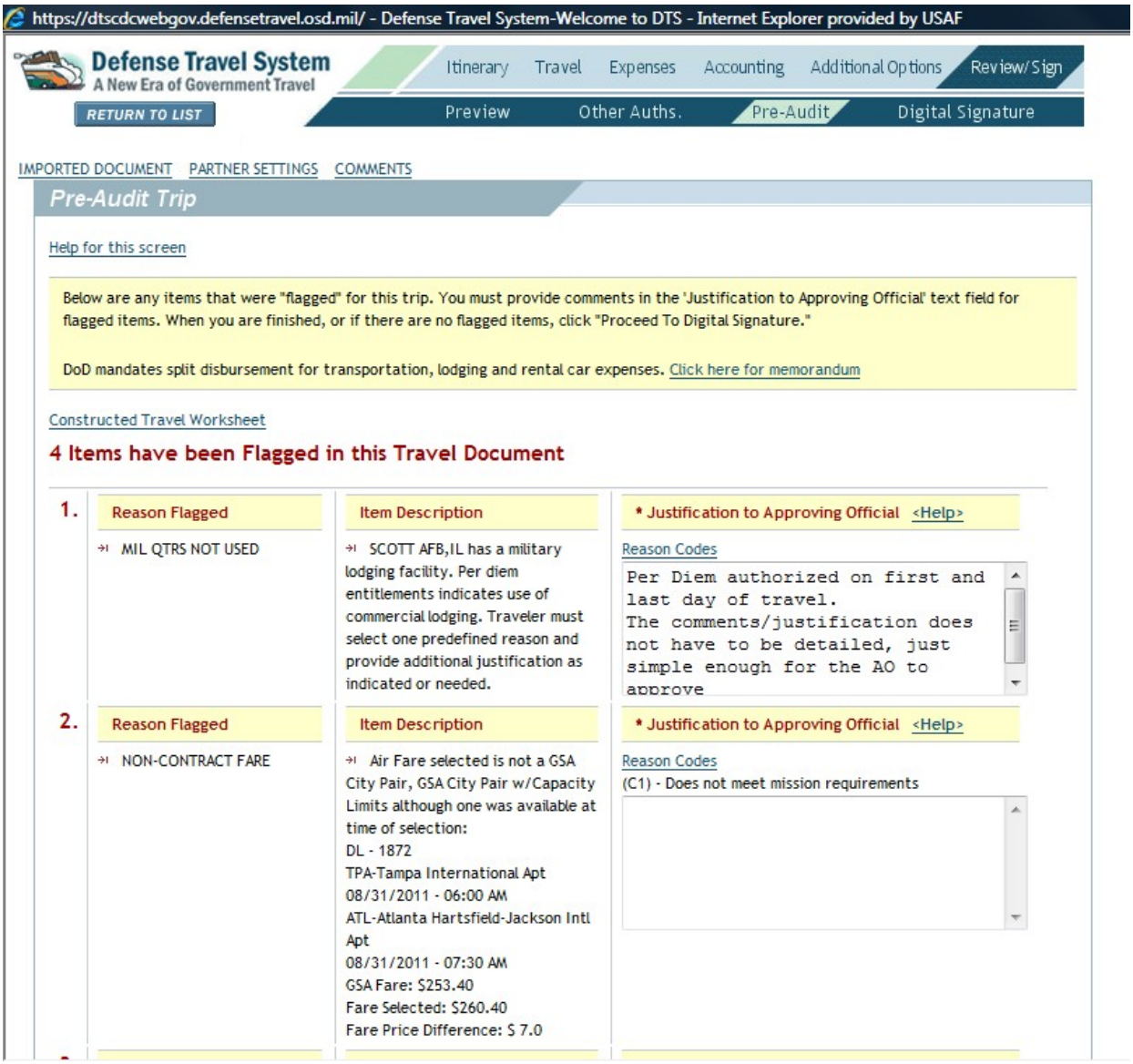
***Step 16:*** Select 'Save' and proceed to 'Other Auths.'



***Step 17:*** Select 'Save' and 'Proceed to Pre-Audits.'

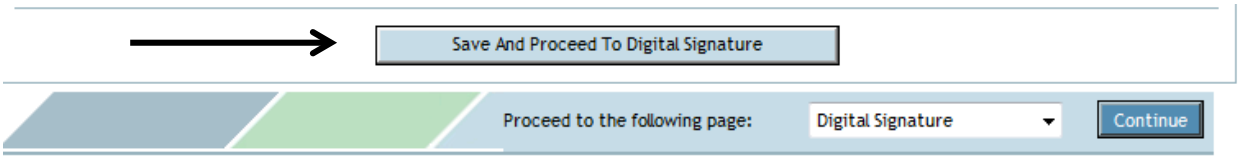


***Step 18:*** Pre-Audit Trip



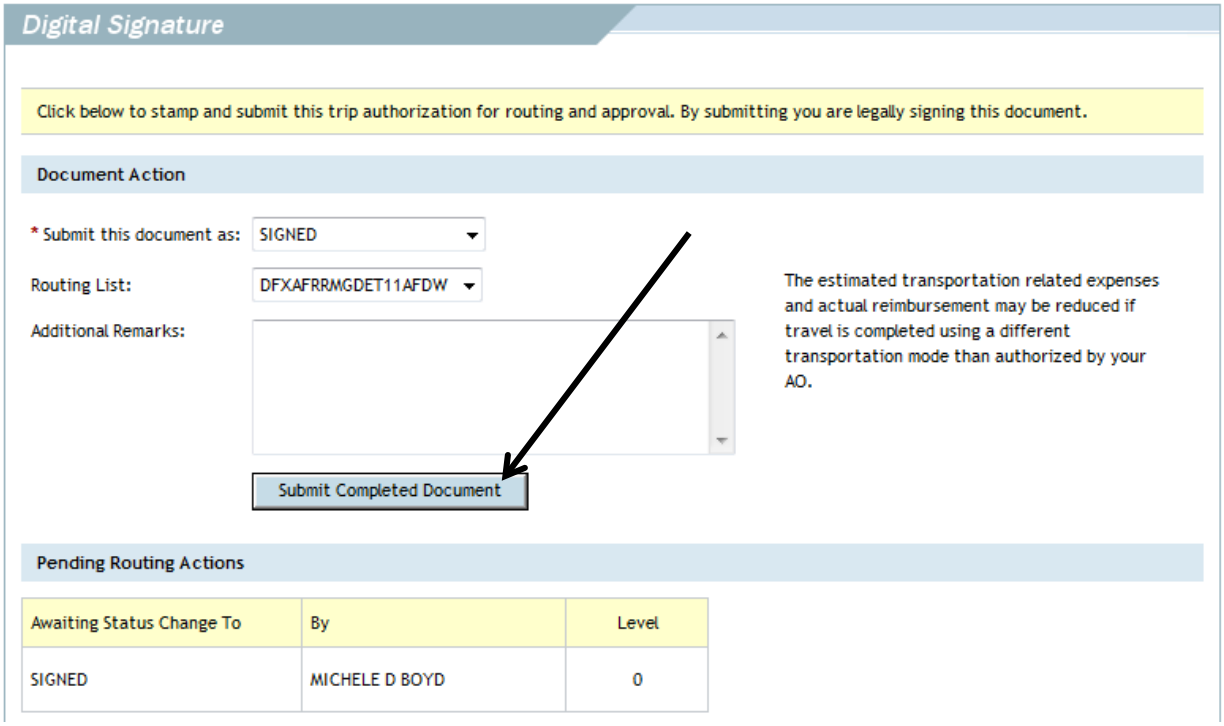

**NOTE: ANY FLAGGED ITEMS REQUIRE A 'JUSTIFICATION TO APPROVING OFFICIAL' REASON.**

***Step 19:*** Click on 'Save' and 'Proceed.'

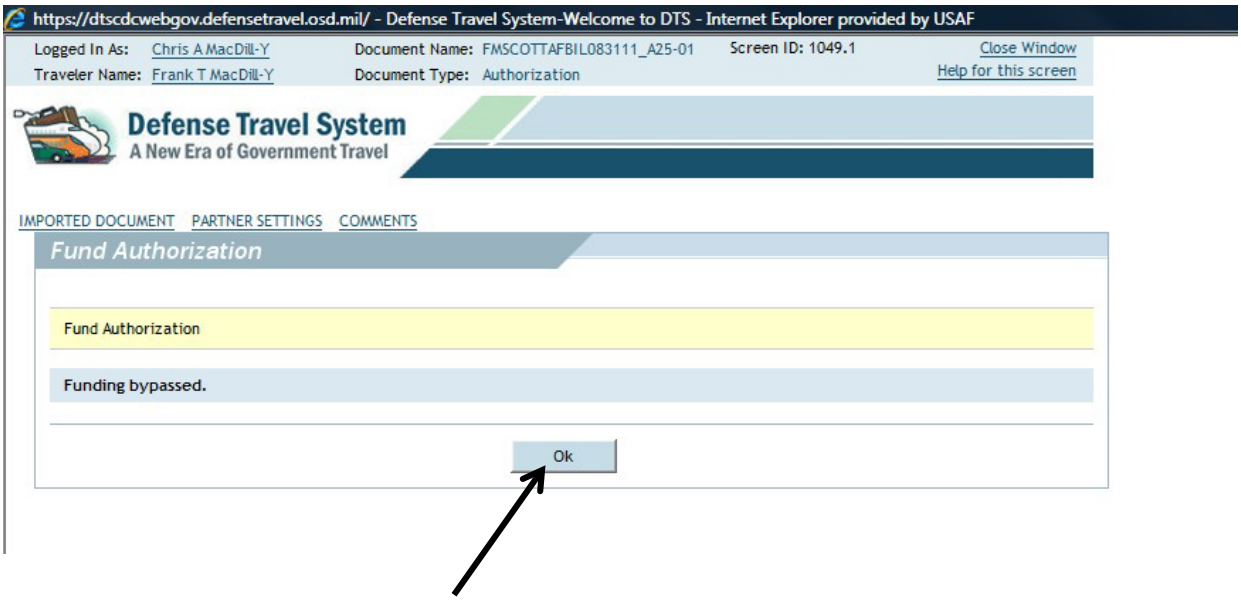


***Step 20:*** Digital Signature

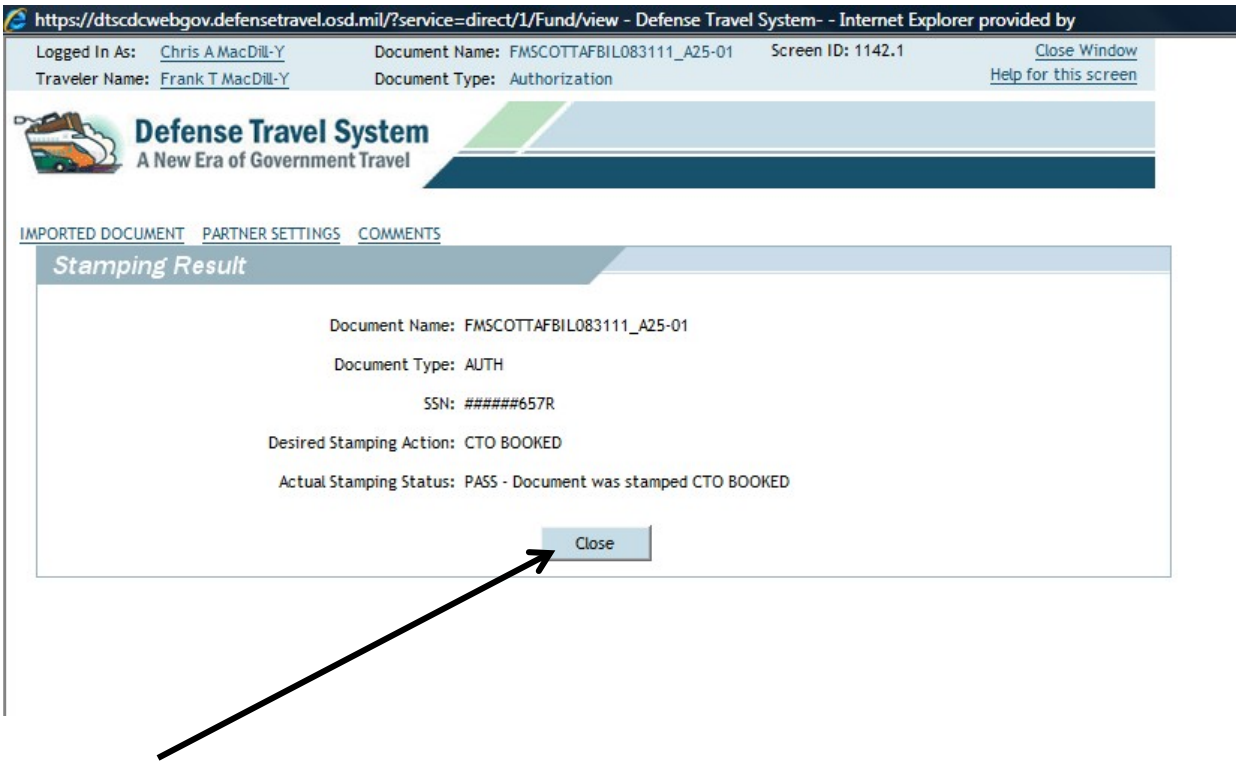
Ensure it states 'SIGNED', click on 'Submit Completed Document.'




**NOTE: DEFENSE TRAVEL SYSTEM PROCESSING SIGNATURE, CLICK 'OK.'**




**CLICK 'OK' TO PROCEED.**




**CLICK 'CLOSE'**

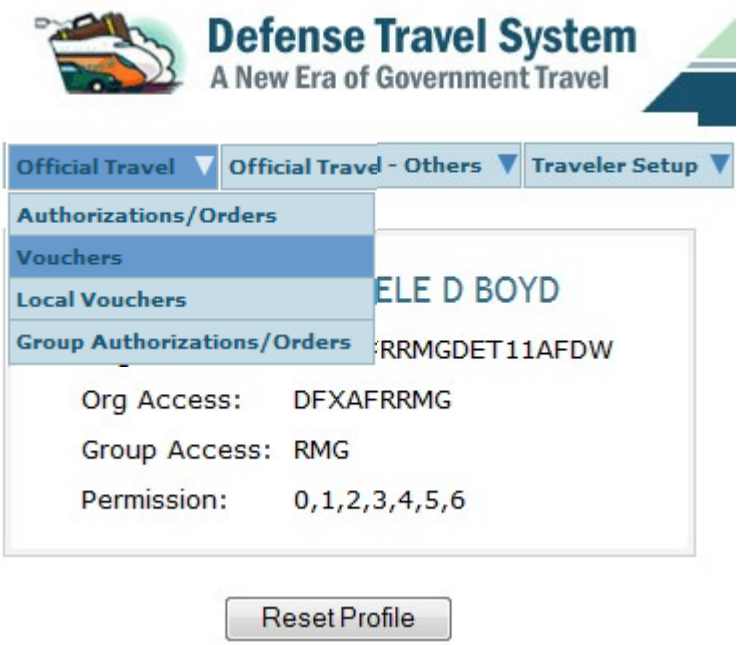
Your authorization is 'COMPLETE' and has routed to your Approving Official for signature.

## INSTRUCTIONS FOR COMPLETING YOUR VOUCHER IN DTS

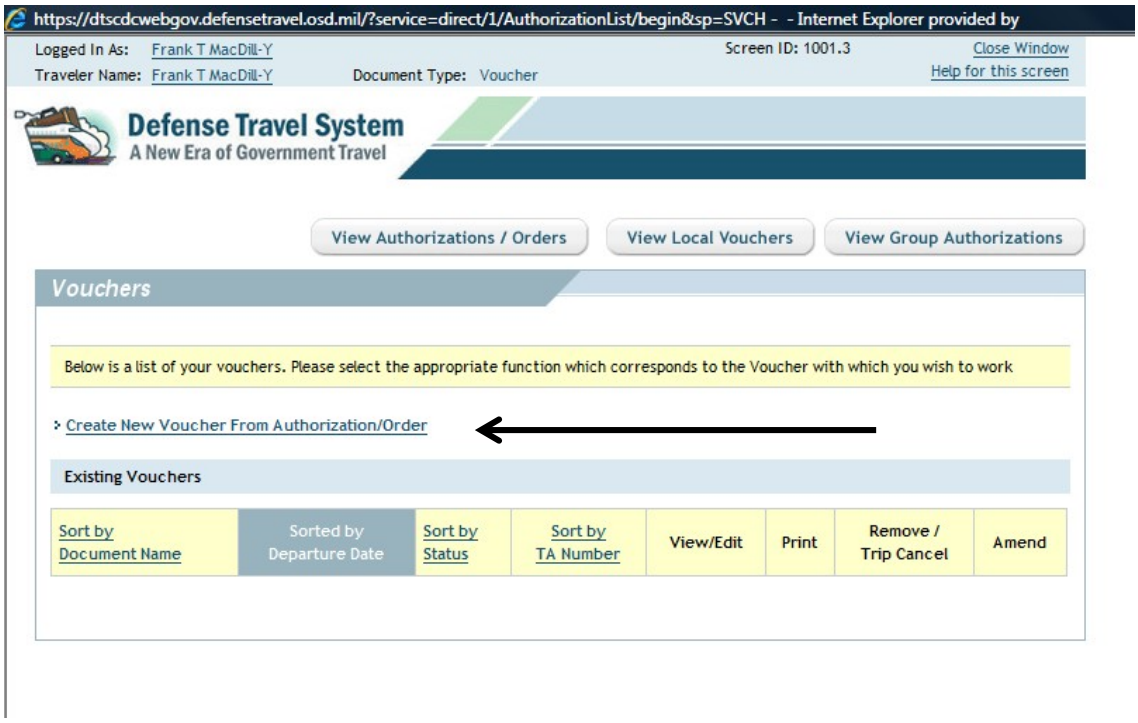
***Step 1:*** Once you have an approved authorization, you can create your voucher from authorization.

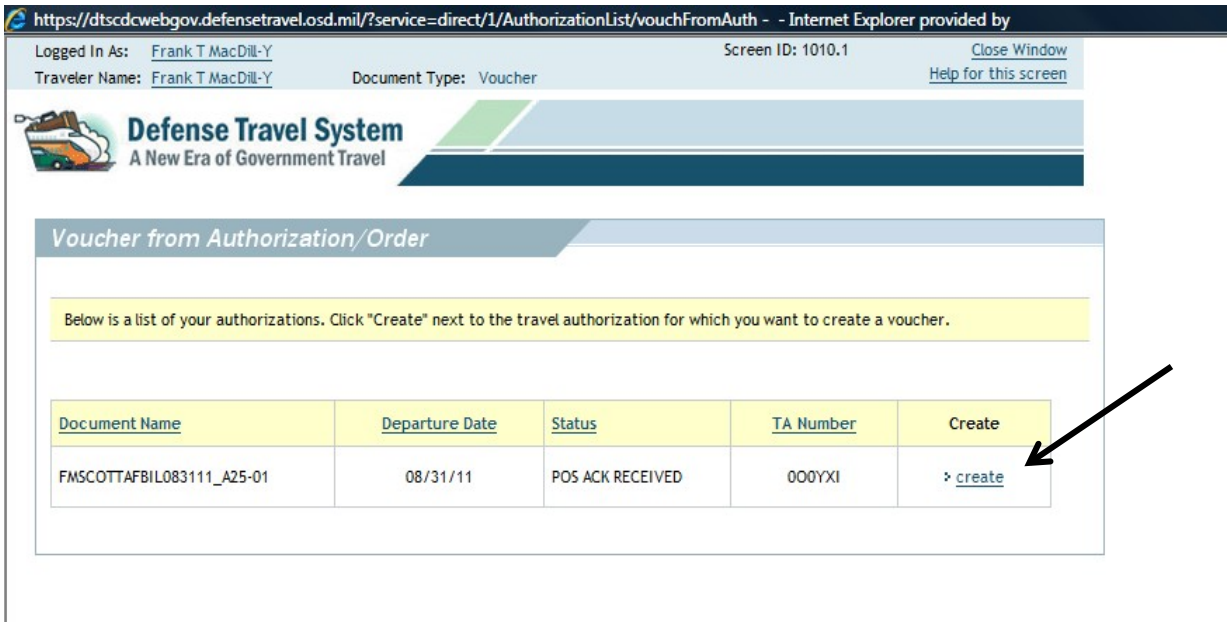
***Step 2:*** Log into DTS: http://www.defensetravel.osd.mil/dts/site/index.jsp.

***Step 3:*** Select 'Official Travel', and click 'Vouchers.'

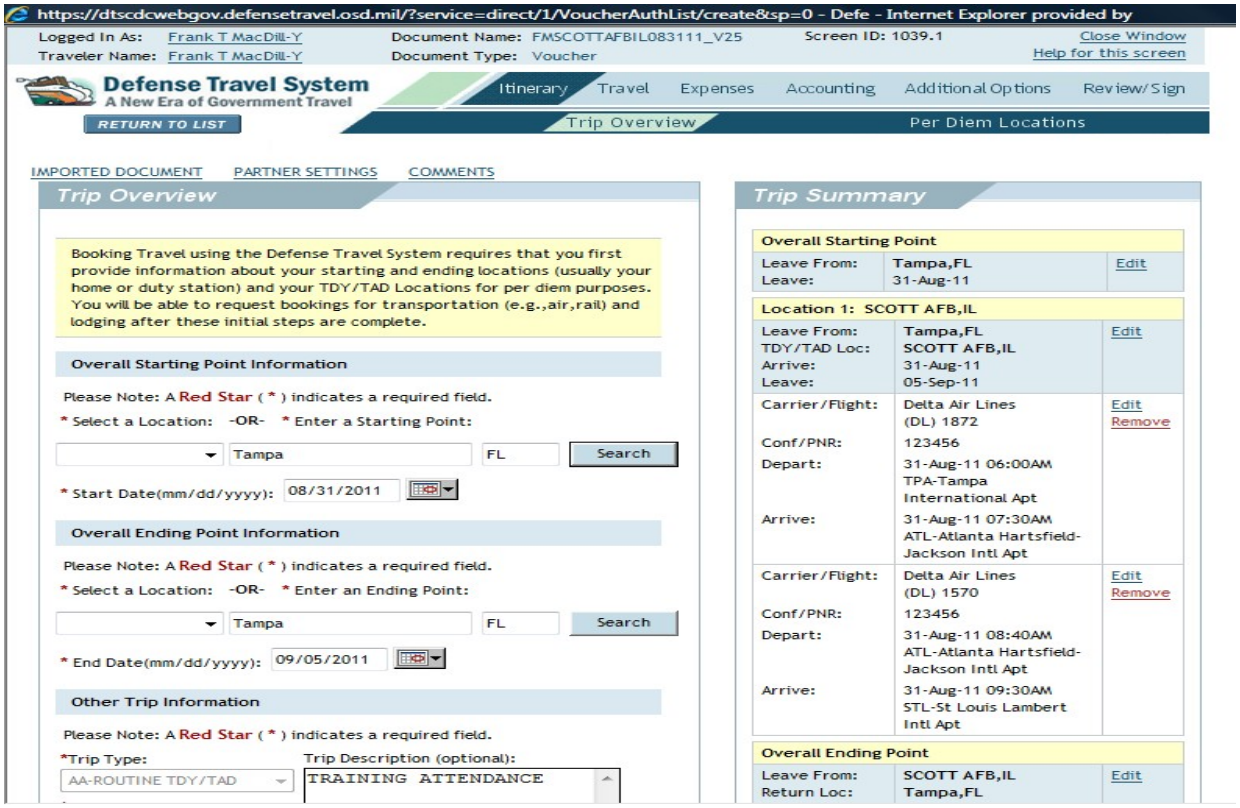



***Step 4:*** Select 'Create New Voucher from Authorization/Order.' Click 'Create.'



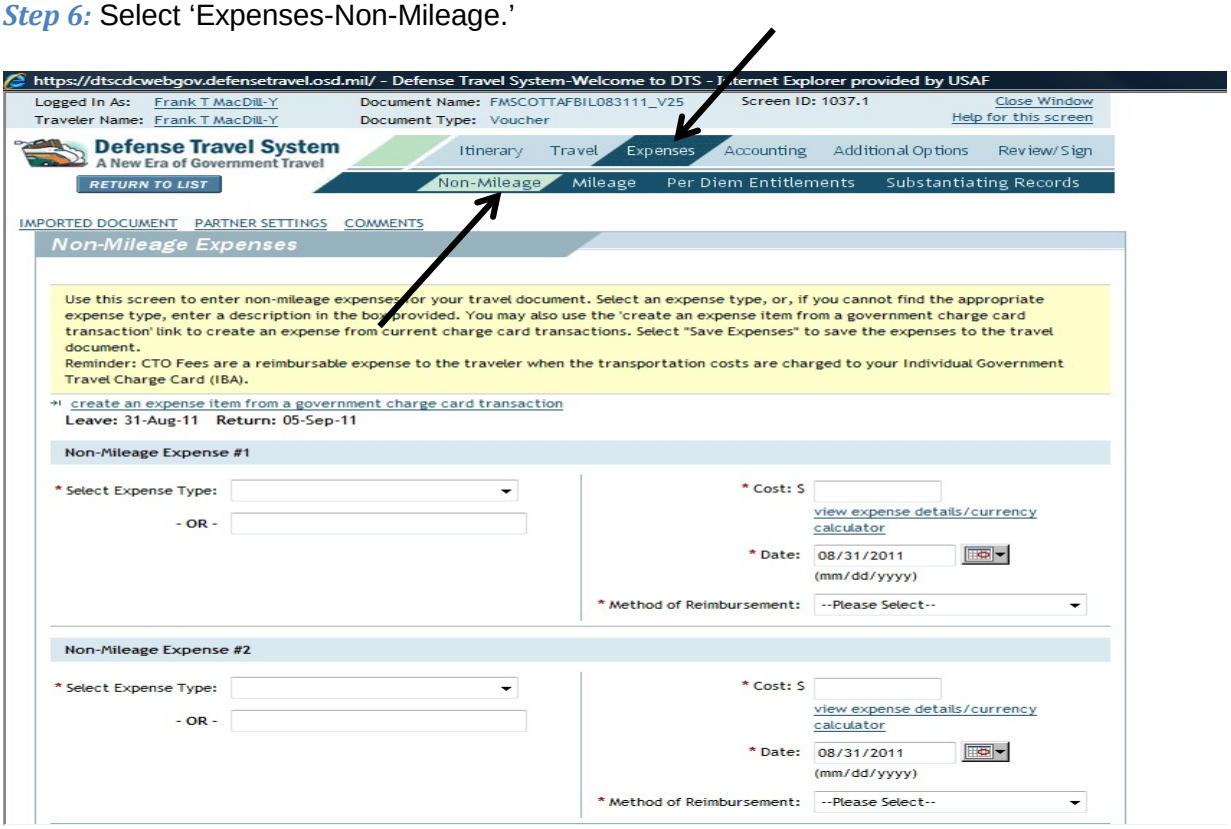



*Step 5:* Trip Overview

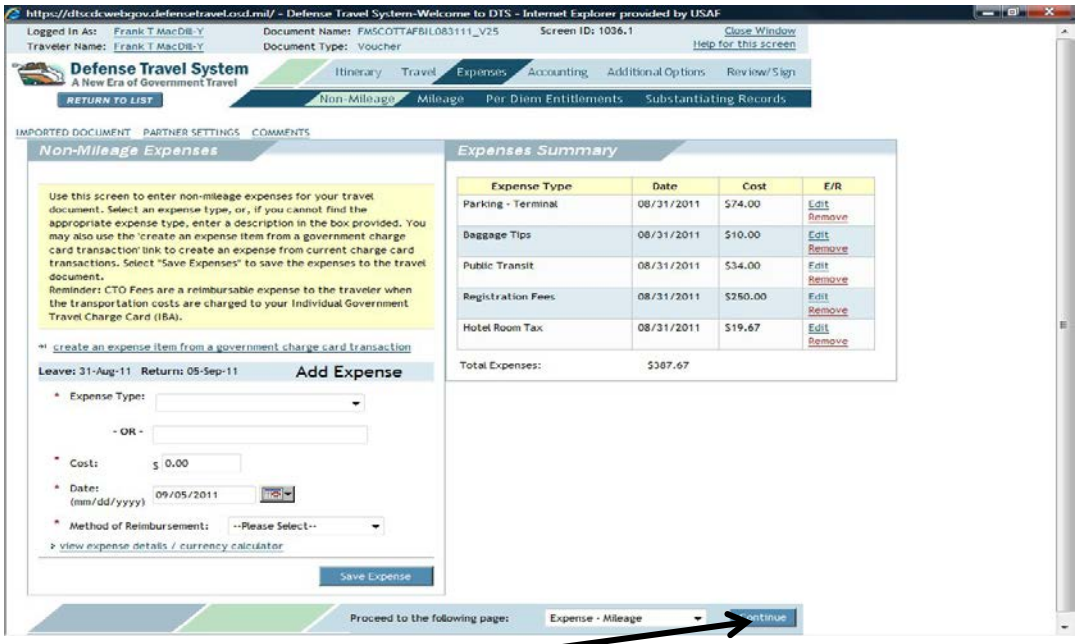



***SELECT 'EDIT' IF THERE ARE ANY CHANGES TO THE TRIP SUMMARY.**

***Step 6:*** Select 'Expenses-Non-Mileage.'

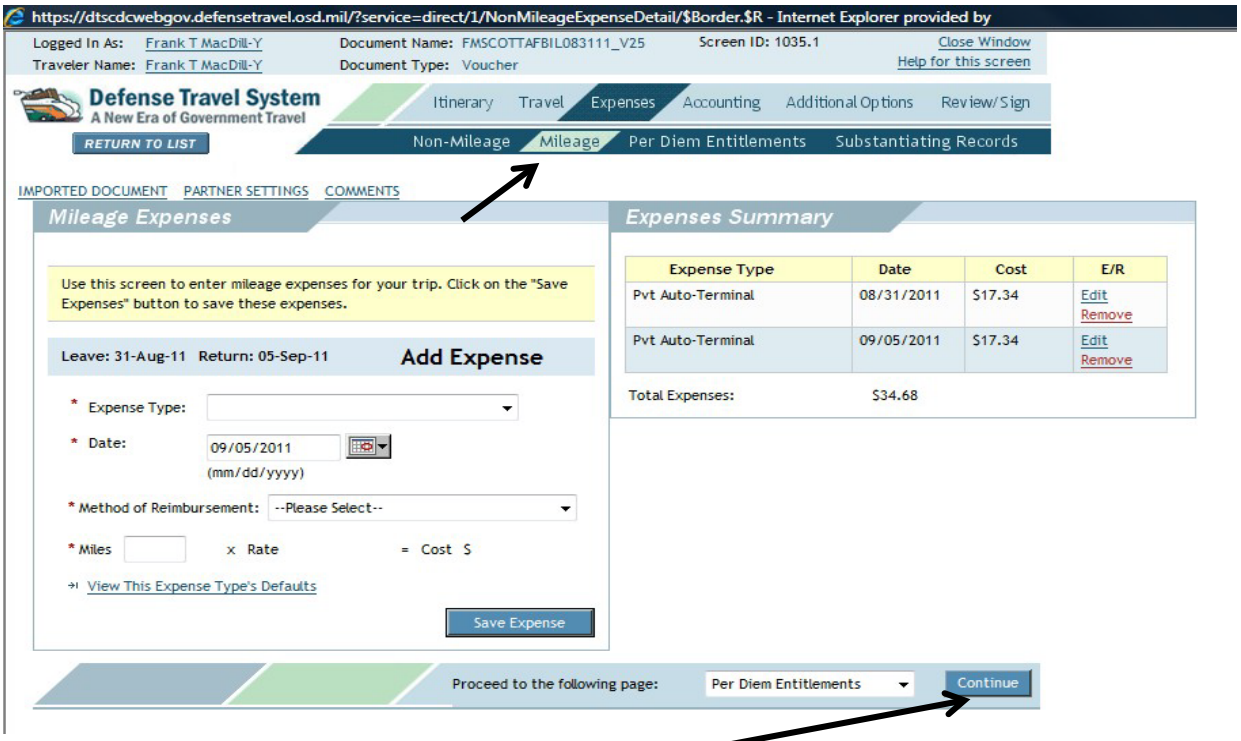



**ADD ANY NEW ITEMS THAT WERE NOT INCLUDED IN AUTHORIZATION. EDIT EXPENSES TO REFLECT ACTUAL COST AND REMOVE EXPENSES NOT INCURRED.**



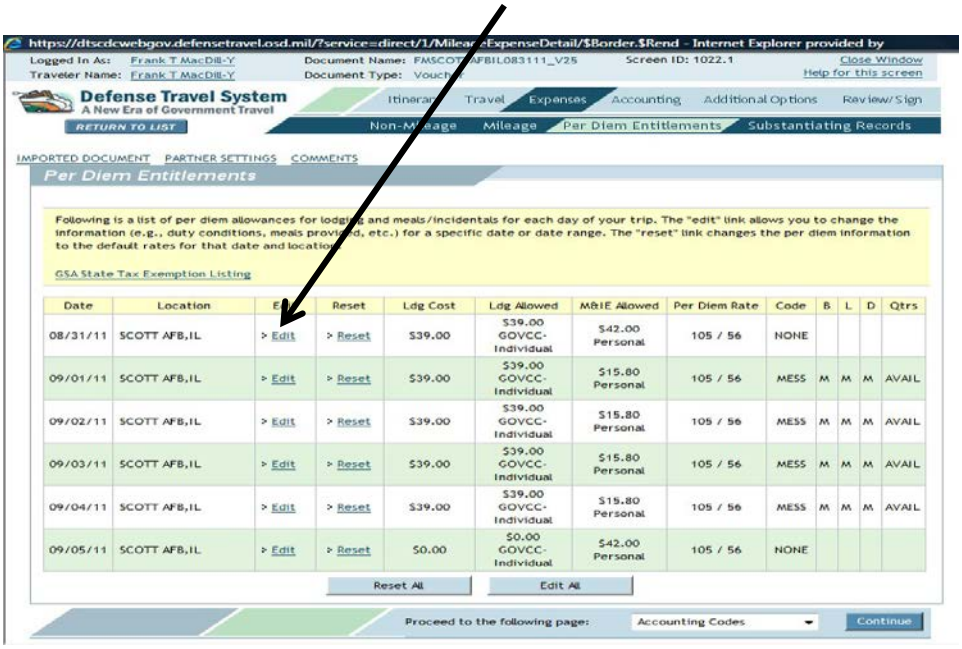

Once complete, select continue

***Step 7:*** Select 'Expenses-Mileage.'



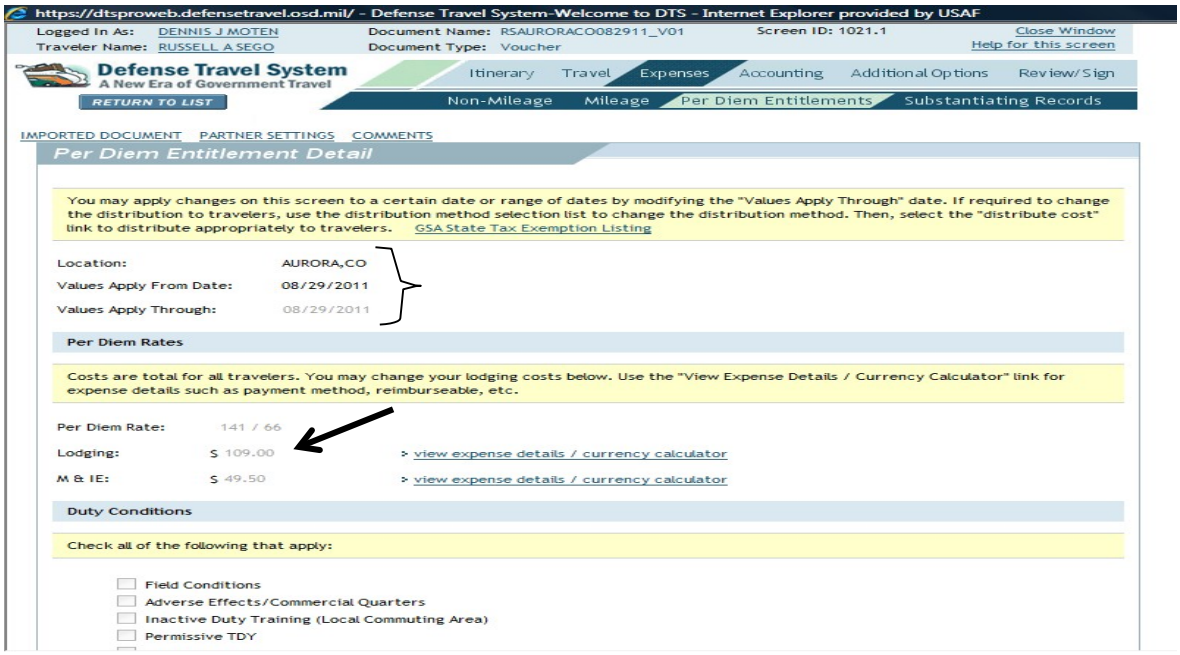

Once complete, select 'continue'

***Step 8:*** Per Diem Entitlements. Click 'Edit.'

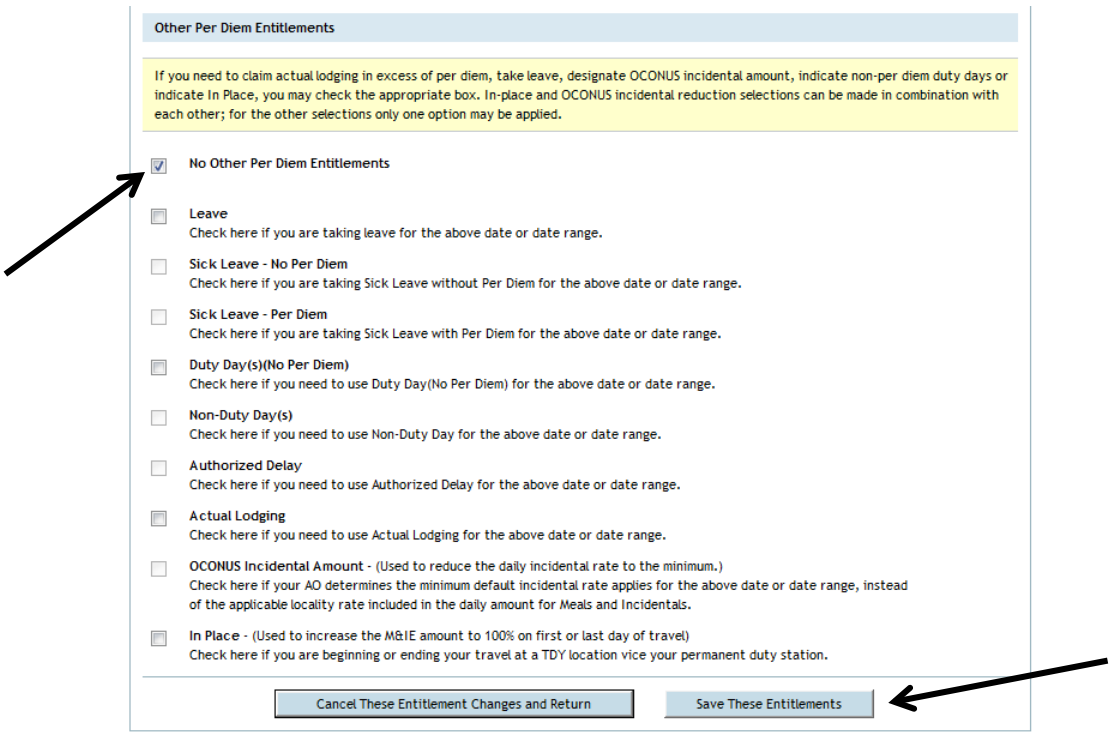



**LODGING COST IS SET AT THE STANDARD CONUS RATE. YOU WILL NEED TO UPDATE YOUR LODGING COST.**

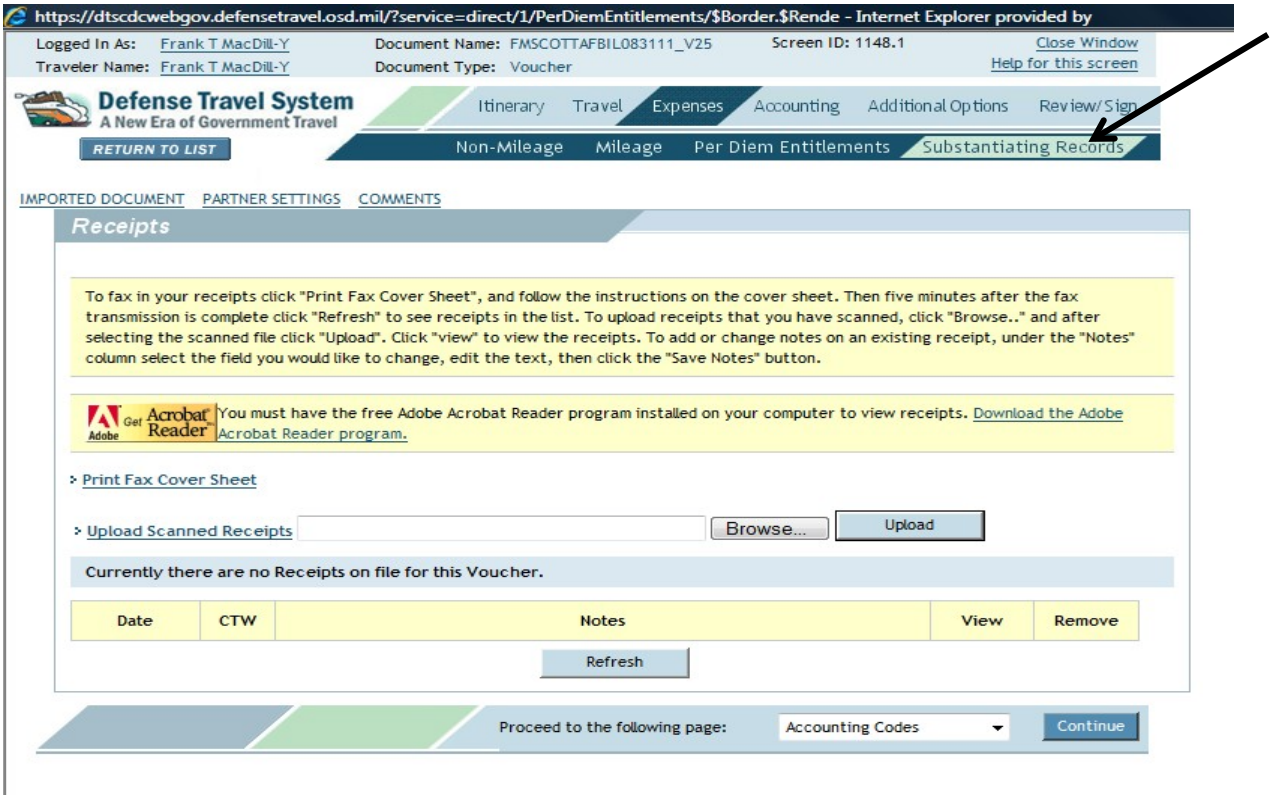
***Step 9:*** Select dates to which changes need to apply. Input amount paid, but do not include taxes.




***Step 10:*** Ensure 'No Other Per Diem Entitlements' box is checked, then select "Save These Entitlements.



***Step 11:*** When adding your Substantiating Records, click 'Expense' then 'Substantiating Records.'




There are two ways to upload your documents.

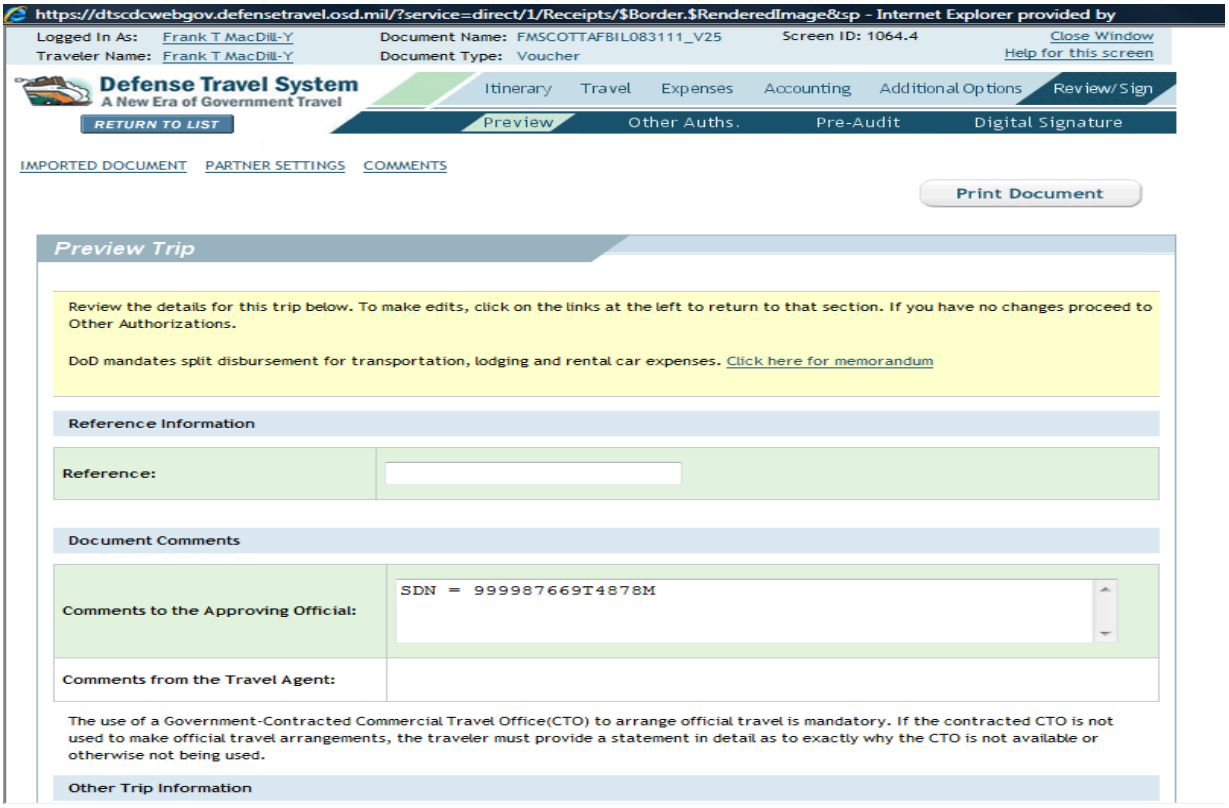
1. Print Fax Cover Sheet and follow instructions, or
2. Upload Scanned Receipts. Save docs to your computer, select "Browse" find docs, then click 'Upload.'

Include the following documents:

- Completed certified order (include modifications)
- Required receipts
    - All lodging
        - Must be itemized
            - Check in/out
            - Daily rate
        - Contract quarters authorization/Non-Availability statement (if applicable)

- Rental Car (if applicable)
- Airfare receipts
- Any single expense $75.00 or more
- A/O may request additional information

***Step 12:*** Review/Sign-Preview. Make any necessary adjustment before signing document.



https://dtscdcwebgov.defensetravel.osd.mil/?service=direct/1/Receipts/$Border.$RenderedImage&sp - Internet Explorer provided by

Expenses

Non-Mileage:

| | No. | Expense Type | Date | Cost | Method Of Reimbursement |
|---|---|---|---|---|---|
| Edit | 1. | Parking - Terminal | 08/31/11 | $74.00 | GOVCC-Individual |
| Edit | 2. | Baggage Tips | 08/31/11 | $10.00 | Personal |
| Edit | 3. | Public Transit | 08/31/11 | $34.00 | GOVCC-Individual |
| Edit | 4. | Registration Fees | 08/31/11 | $250.00 | GOVCC-Individual |
| Edit | 5. | Hotel Room Tax | 08/31/11 | $19.67 | GOVCC-Individual |
| | | | Total: | $387.67 | |

Mileage:

| | No. | Expense Type | Date | From | To | Cost | Method Of Reimbursement | Miles |
|---|---|---|---|---|---|---|---|---|
| Edit | 1. | Pvt Auto-Terminal | 08/31/11 | | | $17.34 | Personal | 34 |
| Edit | 2. | Pvt Auto-Terminal | 09/05/11 | | | $17.34 | Personal | 34 |
| | | | | | Total: | $34.68 | | |

Per Diem Entitlements

Lodging M&IE:

| | Start Date | End Date | Total Lodge | Total M&IE |
|---|---|---|---|---|
| Edit | 08/31/11 | 09/05/11 | $195.00 | $147.20 |

Accounting Summary

| Actual/Estimate | | Allowed | |
|---|---|---|---|
| Accounting Code: | 11 DEFAULT Edit | Accounting Code: | 11 DEFAULT Edit<br>SDN: XXXXX7669T4878M<br>CIC: DTS0O0YXI000000 |
| COM. CARR.-I: | $524.30 | COM. CARR.-I: | $524.30 |
| LODGING: | $195.00 | LODGING: | $195.00 |
| M&IE: | $147.20 | M&IE: | $147.20 |

https://dtscdcwebgov.defensetravel.osd.mil/?service=direct/1/Receipts/$Border.$RenderedImage&sp - Internet Explorer provided by

| | | | |
|---|---|---|---|
| OTHER: | $387.67 | OTHER: | $387.67 |
| 11 DEFAULT Sub Total: | $1,288.85 | 11 DEFAULT Sub Total: | $1,288.85 |
| Calculated Trip Cost: | $1,288.85 | Calculated Trip Cost: | $1,288.85 |

Disbursing Summary

| | |
|---|---|
| Total Prior Payments: | $0.00 |
| Balance Due US: | $0.00 |
| Net Distribution | |
| Personal(S): | $191.88 |
| Individual GOVCC(S): | $1,096.97 |
| Total(S): | $1,288.85 |

Document Totals

| Actual/Estimate | | Baseline Trip | View Worksheet |
|---|---|---|---|
| COM. CARR.-I: | $524.30 | COM. CARR.-I: | $524.30 |
| LODGING: | $195.00 | LODGING: | $195.00 |
| M&IE: | $147.20 | M&IE: | $147.20 |
| MILEAGE: | $34.68 | MILEAGE: | $34.68 |
| OTHER: | $387.67 | OTHER: | $387.67 |
| Calculated Trip Cost: | $1,288.85 | Calculated Trip Cost: | $1,288.85 |

Advances and Scheduled Partial Payments Summary

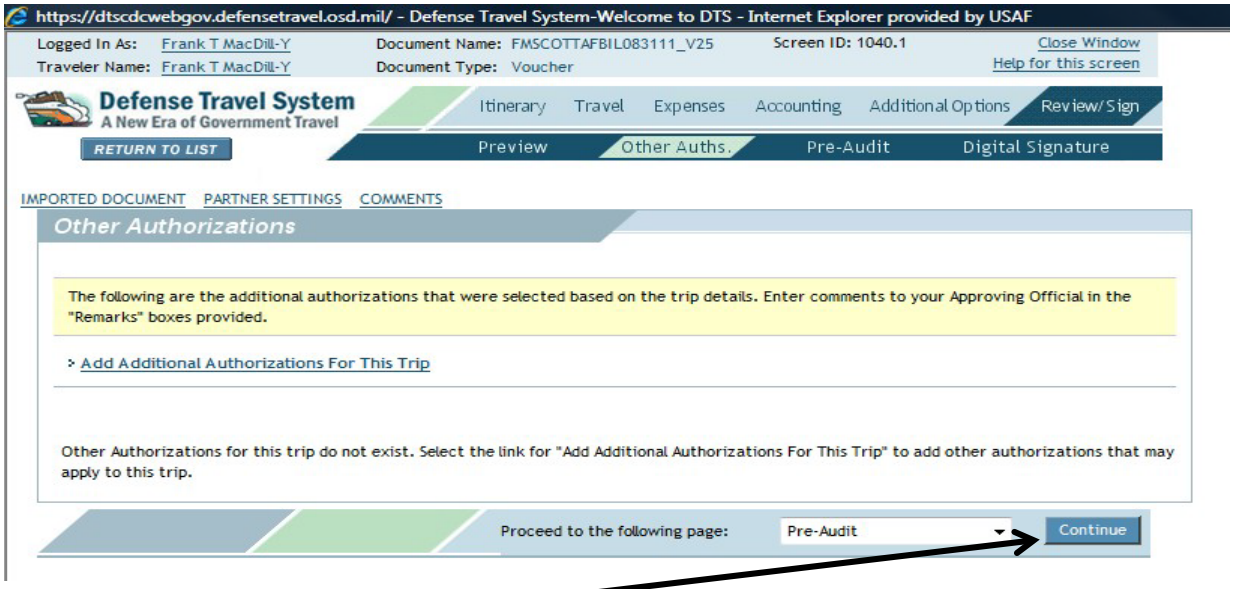
No Advances requested.

No Scheduled Partial Payments Requested.

Save And Proceed To Other Auths

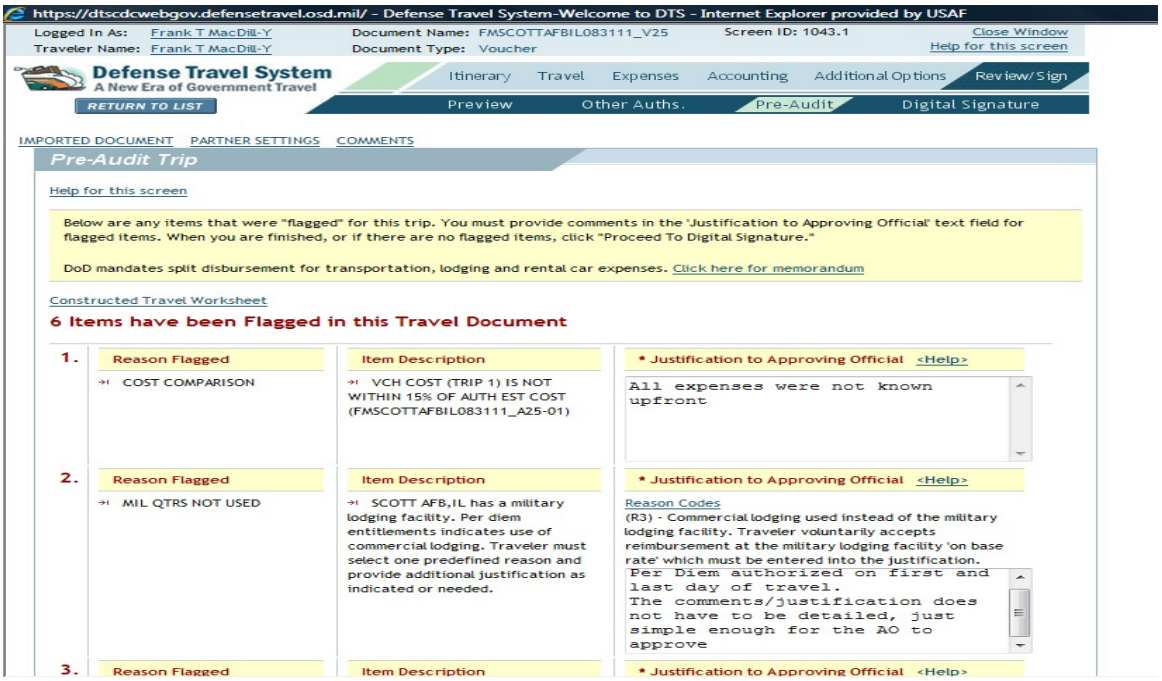
Proceed to the following page: Other Authorizations Continue

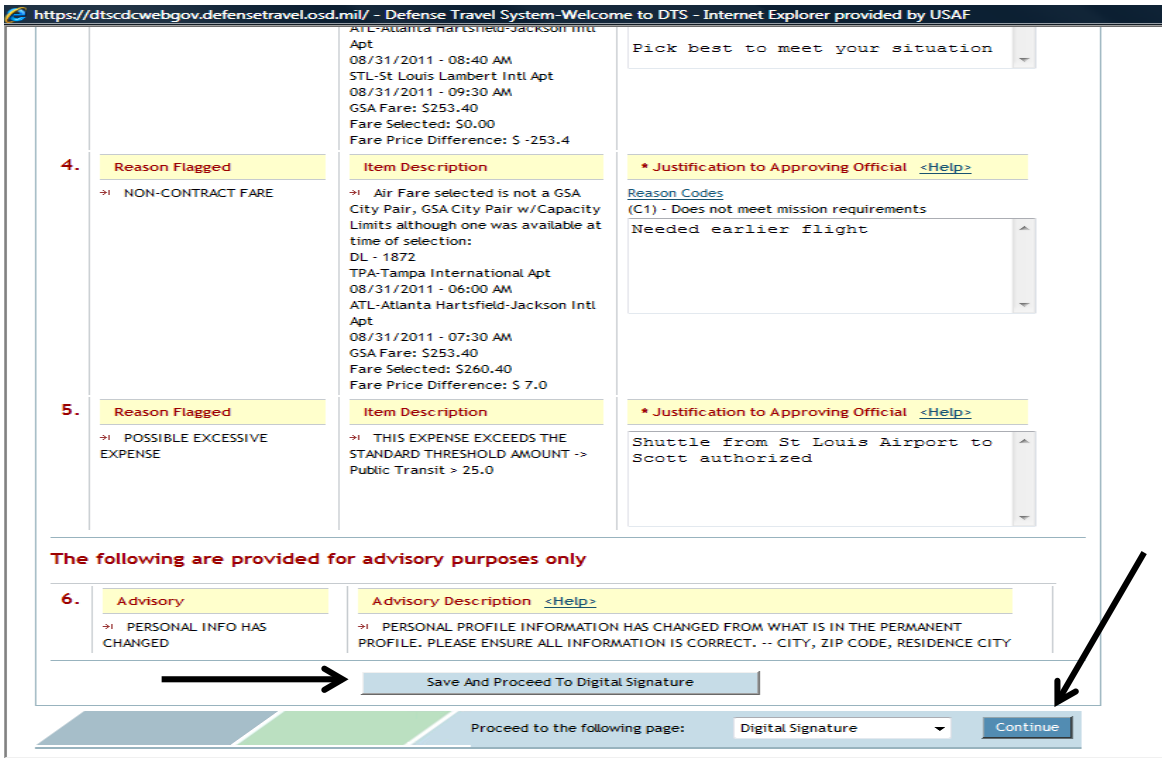
Select 'Save and Proceed'



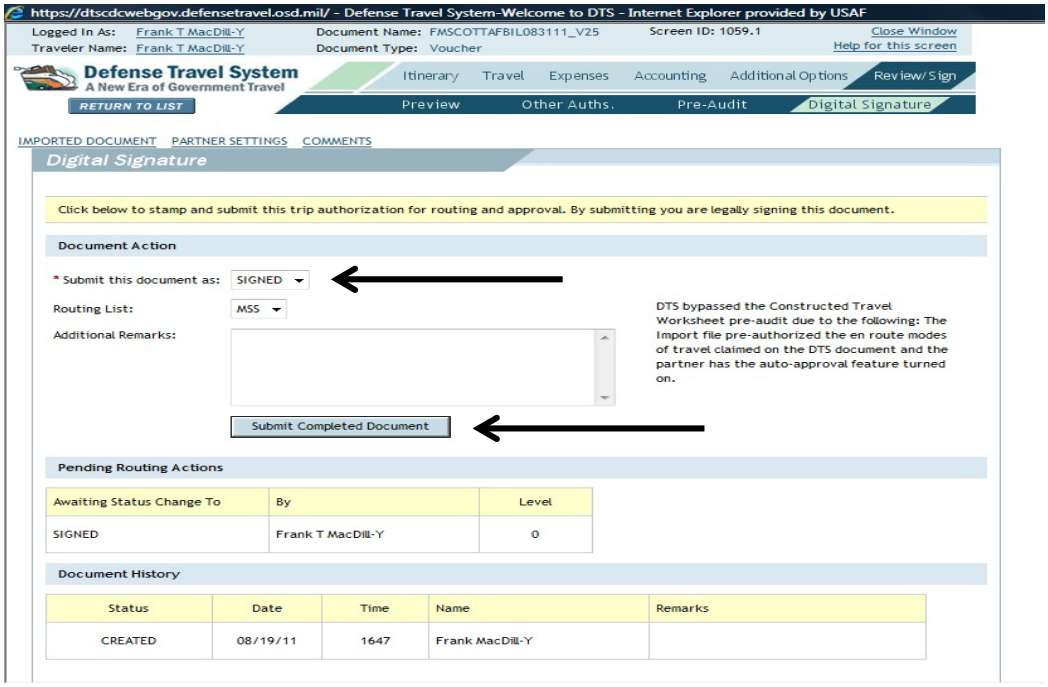

Select 'Save and proceed' to Pre-Audit

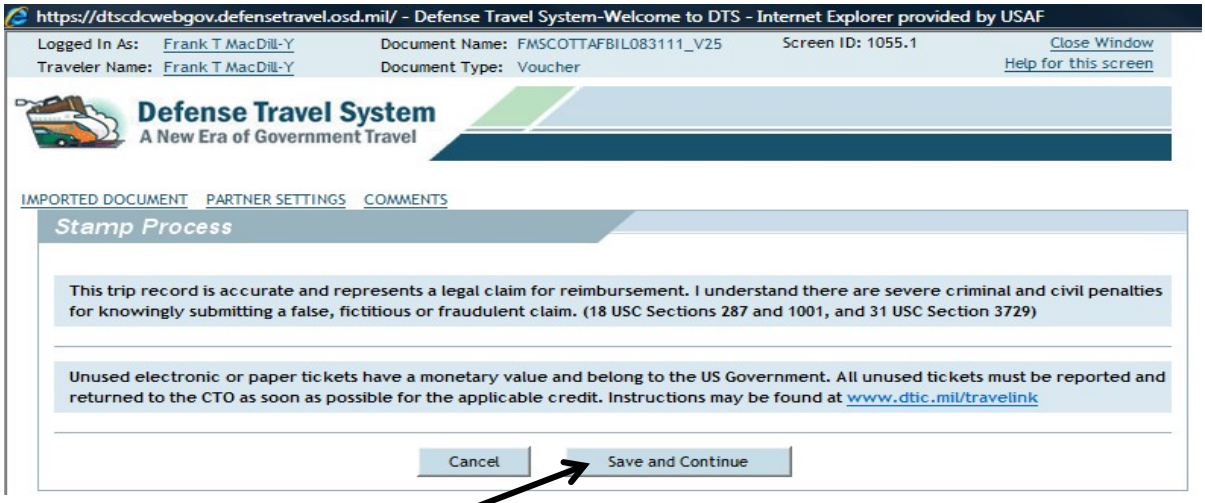
***Step 13:*** Enter justification if there are any flagged items. Save and proceed to digital signature.





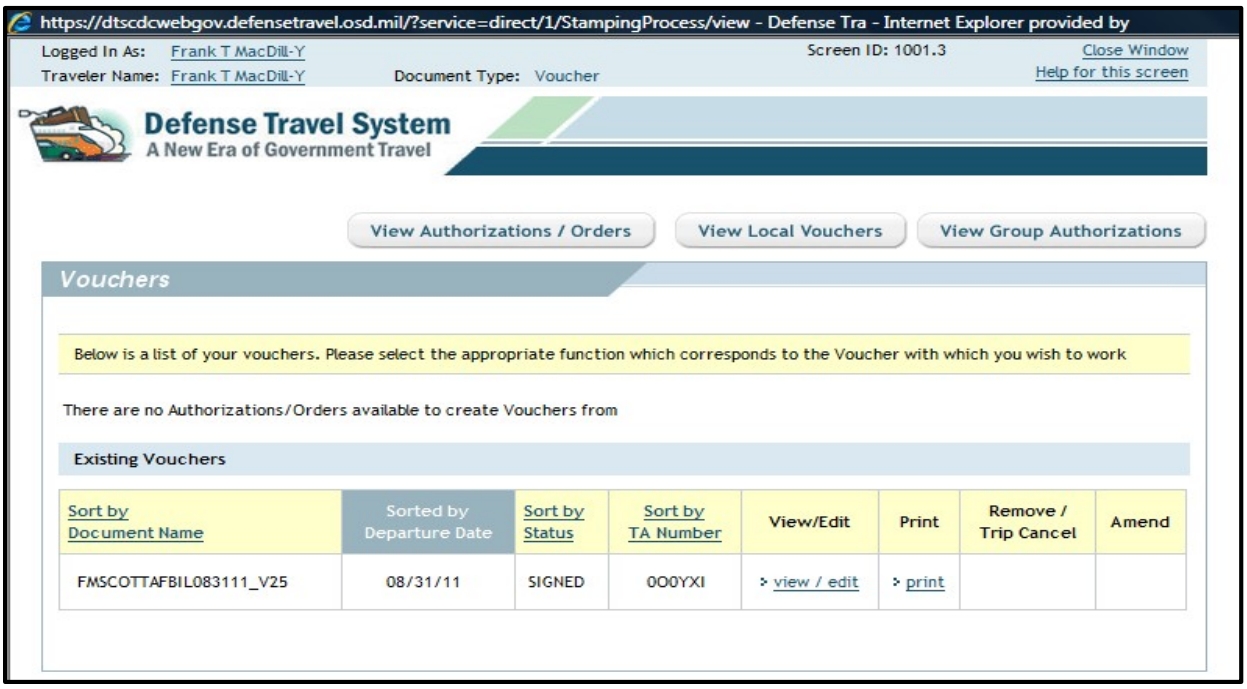

***Step 14:*** Review/Sign-Digital Signature. Ensure document is in Signed status and click 'Submit.'






Select 'Save and Continue'

Your voucher is now routing for review and AO approval.



# CHECKLIST FOR TRAVEL VOUCHER SUBMISSION

## DID YOU?

- ☐ Use the current version of the DD1351-2 (May 2011)
- ☐ Read all pages of your order & amendments, if applicable
- ☐ Include a certified copy of the 938 order (Statement of Tour of Duty must be completed; blocks 36 thru 42) DD1610 or CED order as applicable.
- ☐ Sign the Travel Voucher
- ☐ Get the Reviewer's endorsement
- ☐ Attach Airline Ticket Receipt/Itinerary (if the itinerary shows a quoted /estimated amount it is not a receipt of payment and cannot be used for reimbursement.
- ☐ Attach All Lodging Receipts regardless of amount
- ☐ Attach Contract Quarters Authorization if applicable [ ] Attach Non-Availability Statement if applicable
- ☐ Attach Rental Car Receipts, if applicable
- ☐ Attach all Receipts for expenses $75.00 or more
- ☐ Attach Missed Meals Form (AF FM 2282) if applicable

## AS APPLICAPLE, DID YOU CLAIM?

- ☐ Airfare & CTO Service/Processing Fees, Taxi's
- ☐ Lodging Charges, Lodging Taxes paid separately (CONUS only) POV Mileage (Complete block 16 on voucher if POV mileage is claimed)
- ☐ Rental Car and Fuel
- ☐ Enter Mileage amounts in section 15f for POV use to and from transportation terminals
- ☐ Parking Charges
- ☐ Currency Conversion Fees (OCONUS Travel)

*ATM fees, baggage handling fees and transportation tips are no longer reimbursable*

# CHECKLIST FOR IDT LODGING SF1164

## SUBMISSION

### DID YOU?

- ☐ Complete section 4
- ☐ Complete section 6; dates, location, daily cost, # of days lodged
- ☐ Enter amount claimed in block 7
- ☐ Get the Approving Official's signature in block 8
- ☐ Sign your SF1164 block 10
- ☐ Attach All AF Form 40As with required signatures
- ☐ Attach Contract Quarters Authorization / Non-Availability Statement if applicable
- ☐ Attach Lodging Receipts

## INFORMATION WEBSITES

Headquarters RIO www.arpc.afrc.af.mil/hqrio.aspx

HQ RIO Reserve Pay Office http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx

HQ RIO IMA Travel Office http://www.arpc.afrc.af.mil/HQRIO/IMATravel.aspx

Air Force Reserve Command www.afrc.af.mil

The Guide for Individual Reservists http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/TheIRGuide-1.pdf

Defense Travel System http://www.defensetravel.osd.mil/dts/site/index.jsp

MyPay https://mypay.dfas.mil/mypay.aspx

Joint Travel Regulation http://www.defensetravel.dod.mil/site/travelreg.cfm

UTAPSWeb https://utapsweb.afrc.af.mil/utapsweb/Home.aspx

Government Travel Charge Card (GTCC) http://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf

OANDA Currency Converter www.oanda.com

Privatized Army Lodging (PAL) www.pal.army.mil

Army lodging locations www.ihgarmyhotels.com/pal/en/us/home

Contract City Pair Program http://cpsearch.fas.gsa.gov/

Electronic Forms and Publications www.e-publishing.af.mil

**Government Travel Charge Card Regulations;**

http://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf

**IDT Travel Outside Normal Commute;**

**http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IDT-Travel-Reimbursement-Guide.pdf**

# MOST COMMONLY USED TRAVEL FORMS

AF Form 938, Request and Authorization for Active Duty Training/Active Tour

DD Form 1610, Request and Authorization for TDY travel of DOD personnel

AF Form 40A, Record of Individual Inactive Duty Training

DD Form 1351-2 (May 2011), Travel Voucher or Sub-voucher

DD Form 1351-2C, Travel Voucher or Sub-voucher (Continuation Sheet)

DD Form 1351-3, Statement of Actual Expenses

SF 1164, Claim for Reimbursement for Expenditures on Official Business

AF Form 2282, Statement of Adverse Effect – Use of Government Facilities

SF1199a, Direct Deposit Sign up Form

# DEFINITIONS & ACRONYMS AS DEFINED IN THE JTR APPENDIX A PART 2

ADT - Active Duty for Training

AEA - Actual Expense Allowance

AO - Authorizing /Order-issuing or Approving Official

AOR - Area of Responsibility

AROWS-R - Air Force Reserve Order Writing System

AT- Annual Training

ATM - Automated Teller Machine

BAH- Basic Allowance for Housing

BAS- Basic Allowance for Subsistence

CBA- Centrally Billed Account

CED - Contingency, Exercise, deployment (Orders)

CONUS - Contiguous United States

CTO - Commercial Travel Office

DFAS- Defense Finance and Accounting Services

DITY - Do-It-Yourself (PCS)

DLA - Dislocation Allowance (PCS)

DoDFMR - Department of Defense Financial Management Regulation

DTMO - Defense Travel Management Office

DTOD - Defense Table of Official Distances

DTS - Defense Travel System

EFT - Electronic Funds Transfer.(The direct deposit of travel payments to your bank account)

GMR - Government Meal Rate

GOV- Government owned vehicle

GTCC - Government Travel Charge Card

HHG - Household Goods

HOR - Home of Record

HPSP - Health Professions Scholarship Program

IBA- Individually Billed Account

IDT - Inactive Duty Training

IMA- Individual Mobilization Augmentee

JTR - Joint Travel Regulation

M&IE - Meals and Incidental Expenses; the MIE rate is a fixed allowance, by locality, for the meals and incidentals.

MALT- Monetary Allowance in Lieu of Transportation

MPA- Military Personal Appropriation

NTS - Non-Temporary Storage

OCONUS - Outside the Contiguous United States

OTD - Official Table of Distance (Is used to determine the official distance for POV travel)

PCS - Permanent Change of Station

PDS - Permanent Duty Station

PDT- Permanent Duty Travel

PLEAD - Place from Which Entered (or called) to Active Duty

PMR- Proportional Meal Rate

POC - Privately Owned Conveyance

POV - Privately Owned Vehicle

PPM - Personal Property Move (PCS) (previously DITY move)

RC - Reserve Component

RPA- Reserve Personnel Appropriation

RTS - Reserve Travel System

SECRETARY CONCERNED- Secretary of The Air Force, with respect to matters concerning the

Air Force

SIT- Storage in Transit

TDY - Temporary Duty

TLA - Temporary Lodging Allowance (OCONUS PCS)

TLE - Temporary Lodging Expense (CONUS PCS)

TR - Transportation Request