



U.S. AIR FORCE

# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **IR Travel Policies and Procedures**



***HQ RIO/IR Travel***

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*Fly, Fight and Win...*



- Types of Travel
- Two Travel Systems
- IR Vouchered Claims Process
- Government Travel Card (GTC)
- IR Travel Contact Information



- Active Duty status (ADT, RPA, MPA, ADOS, etc.)
- IDT (within commuting distance) - **lodging is not authorized.**  
Commuting distance defined as less than 50 miles (may vary, check with Active Duty (AD) Unit or Unit Reserve Coordinator (URC) for clarification of the commuting area for your assigned duty location.
- IDT (outside of commuting distance) - **lodging is authorized** and reimbursable according to travel regulations
- IDT Outside Normal Commute – member on DD1610 orders typically for Critical Skills



# *Two Travel Systems*

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- IR's will be required to use one of two travel pay systems
  - Defense Travel System (DTS) – electronic vouchers
  - Reserve Travel System (RTS) – manual vouchers
    - **IRs do not use eFinance**
- Review orders (AF 938 / DD 1610) for travel system determination
- All travel vouchers must be filed within 5 duty days of travel completion regardless of system



# *Two Travel Systems*

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- DTS
  - Contact the ODTA (organization defense travel administrator) at your assigned detachment for assistance with DTS
  - IR Travel technicians have limited access within DTS as our office is assigned voucher review authority only
    - Customers requesting assistance from IR Travel with DTS are immediately diverted to their detachment for further assistance
  - Contact information for your detachment can be found via the HQ RIO Directory on the website



# Two Travel Systems

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- RTS
  - Manual vouchers submitted to IR Travel Office. **Do not use eFinance**
  - Review Travel Companion for Individual Reservists available via the HQ RIO Travel Pay website for assistance with completing your vouchers
  - All forms needed for completion of your voucher including some checklists may be found on our website, as well
  - All RTS vouchers should be emailed to:  
**[arpc.hqrio.travel@us.af.mil](mailto:arpc.hqrio.travel@us.af.mil)**
    - If you are unable to send our office encrypted emails you may use the AMRDEC SAFE File Exchange or you may fax your documents to us at 720-847-3969.



# *IR Vouchered Claim Process*

- Customer submits a computable voucher in accordance with The Travel Companion for Individual Reservists and Travel Regulations via email to the IR Travel Office
- Technicians are then assigned emails on a first in, first out basis
- Technician reviews submission for correctness.
  - If the voucher is computable it is input into RTS.
  - If the voucher submission is not computable then the technician will contact the member via email detailing actions that need to be taken by the member.
    - Resubmissions require the full voucher packet.
- Computed vouchers are reviewed by an auditor, and then sent to pay
- Once a voucher has been submitted for pay it takes DFAS 2-3 business days to make a payment
- The Advice of Payment can then be reviewed via MyPay on the payment date. Any deviations in pay from what was requested will be addressed in the comments on the AOP.



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# *Government Travel Card (GTC)*

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- GTC Agency Program Coordinator (APC)
  - Located at IR's (AD) unit of attachment
  - Responsible for processing application and monitoring use
- **Member** is responsible for full and timely payment
  - Commanders may discipline for unauthorized use or delinquency in payment
  - Delinquency may be reported on personal credit report
- EFT and SPLIT DISBURSEMENT MANDATORY PER DODFMR Vol 9 Chp 2 para 020102
  - Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department of Defense. Split disbursement permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount remaining

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# *Government Travel Card (GTC)*

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- Public Law 105-264 makes use of GTC **mandatory** for:
  - Airline Tickets
  - Lodging
  - Rental Cars
  - Exception: Order indicates no GTC
  
- GTC may be used for:
  - Meals
  - Incidentals (i.e. toothpaste, soap, laundry, etc.)
  - IDT travel costs (Hotel/Lodging only)
    - Exception: Reserve members assigned to “Critical Staffing Shortage” defined DAFSCs



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# ***IR TRAVEL CONTACT INFO***

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HQ RIO IR Travel Office

Customer Service Line:

Commercial 720.847.3501 / DSN 847.3501

Fax Line:

Commercial 720.847.3969 / DSN 847.3969

**E-mail: [arpc.hqrio.travel@us.af.mil](mailto:arpc.hqrio.travel@us.af.mil)**



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***Questions ?***

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