

Sir or Ma'am,

In order to receive timely travel reimbursement and mailings of credit balance refund checks from CitiBank, it is important for Individual Reservists to ensure their mailing address and banking information is up-to-date in the Defense Travel System.

To review and update a DTS profile, members should log in to www.defensetravel.osd.mil/ and follow these steps:

1. Hover over the "Traveler Setup" tab
2. Select "Update Personal Profile"
3. Verify/update information
4. Click "Update Personal Information" to save any changes
5. Select "My Account Information" to update GTCC and bank information
6. Click "Update Personal Information" to save any changes

For additional DTS help, visit the Pay and Travel section of the HQ RIO website: <http://www.arpc.afrc.af.mil/home/hqrio/HQRIOPayandTravel.aspx>

Note: If CitiBank does not have accurate information for where to send credit balance refund payments, the funds will be transferred to the treasury/office of revenue for the member's state of residence.

Please contact your servicing detachment with questions or concerns. Contact information can be found at the HQ RIO website (<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>) under "Detachments" or "HQ RIO Directory" link.

HQ Individual Reservist Readiness and Integration Organization

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