



# 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.**

**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](mailto:dobbins.imatravel@us.af.mil)

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**MAILING ADDRESS:**

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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](mailto: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

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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 I 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

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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

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## 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

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## 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](http://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

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### 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](http://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; Prepaid 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.

2. 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 WILL BE DETERMINED BY CONTACTING A CTO.**

## PARTIAL VOUCHER: TDY / MOBILIZATION

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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

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## 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).

## ELIGIBLE 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**

## IDT Reimbursement Checklist

Member \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ Form 40A (signed by Active Duty supervisor)
- \_\_\_\_\_ DD Form 1610
- \_\_\_\_\_ SF 1164- claim for lodging accrued at base location during IDTs
- \_\_\_\_\_ Lodging Receipts
- \_\_\_\_\_ DD Form 1351-2 (signed by supervisor)
- \_\_\_\_\_ DD Form 1351-3 (actual expenses)
- \_\_\_\_\_ All receipts for expenses exceeding \$75.00

\*Please verify that all required documents are filled out completely and signed.  
Attach this as the coversheet and send to IMA Travel, Dobbins ARB, Fax: DSN 497-0625, or email [IMATravel@dobbins.af.mil](mailto:IMATravel@dobbins.af.mil).

**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 <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> 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. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b> <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: <b>\$ 250.00</b>					
2. NAME (Last, First, Middle Initial) (Print or type) XX		3. GRADE XX	4. SSN 000-00-0000		5. TYPE OF PAYMENT (X as applicable) TDY <input type="checkbox"/> Member/Employee PCS <input checked="" type="checkbox"/> Other Dependent(s) <input type="checkbox"/> DLA		
6. ADDRESS. a. NUMBER AND STREET XX		b. CITY XX	c. STATE XX	d. ZIP CODE XXX		e. E-MAIL ADDRESS	
7. DAYTIME TELEPHONE NUMBER & AREA CODE (000) 000-0000		8. TRAVEL ORDER/AUTHORIZATION NUMBER T00000		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		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) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> 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) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		15. ITINERARY		16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total <b>0.00</b> (8) Less Advance (9) Amount Owed <b>0.00</b> (10) Amount Due	
18. REIMBURSABLE EXPENSES		19. GOVERNMENT/DEDUCTIBLE MEALS		20. a. CLAIMANT SIGNATURE		b. DATE 14 JULY	
a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		a. DATE b. NO. OF MEALS a. DATE b. NO. OF MEALS		c. REVIEWER'S PRINTED NAME XX		d. SIGNATURE	
10 JULY SEE ATTACHED DD1351-3				e. TELEPHONE NUMBER XX		f. DATE 14 JULY	
21. a. APPROVING OFFICIAL'S PRINTED NAME b. SIGNATURE		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 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 <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> 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. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: <b>\$ 250.00</b>					
2. NAME (Last, First, Middle Initial) (Print or type) <b>XX</b>		3. GRADE <b>XX</b>	4. SSN <b>000-00-0000</b>		5. TYPE OF PAYMENT (X as applicable) TDY <input type="checkbox"/> Member/Employee PCS <input type="checkbox"/> Other <input checked="" type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA <input type="checkbox"/>		
6. ADDRESS, a. NUMBER AND STREET <b>XX</b>		b. CITY <b>XX</b>	c. STATE <b>XX</b>	d. ZIP CODE <b>XXX</b>			
e. E-MAIL ADDRESS				10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE <b>(000) 000-0000</b>		8. TRAVEL ORDER/AUTHORIZATION NUMBER <b>DSXXYZ</b>		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES			
11. ORGANIZATION AND STATION				a. D.O. VOUCHER NUMBER			
				b. SUBVOUCHER NUMBER			
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE			
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)			
15. ITINERARY				NOTE: DIGITAL SIGNATURES IN THE CLAIMANT AND REVEIWER BLOCKS MANDATORY.			
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	
10 JUL	HOR		PA				
10	ARR	TYNDALL AFB		TD		200	
14	DEP		PA				
14	ARR	HOR		MC		200	
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL			
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS			
a. DATE	b. NATURE OF EXPENSE		c. AMOUNT	d. ALLOWED			
10 JULY	SEE ATTACHED DD1351-3						
				MORE THAN 12 HOURS BUT 24 HOURS OR LESS			
				MORE THAN 24 HOURS			
				(7) Total 0.00			
				(8) Less Advance			
				(9) Amount Owed 0.00			
				(10) Amount Due			
				19. GOVERNMENT/DEDUCTIBLE MEALS			
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS	
20.a. CLAIMANT SIGNATURE				b. DATE <b>14 JULY</b>			
c. REVIEWER'S PRINTED NAME <b>XX</b>		d. SIGNATURE		e. TELEPHONE NUMBER <b>XX</b>		f. DATE <b>14 JULY</b>	
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.

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# INACTIVE DUTY TRAINING (IDT) WITH PAY

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## 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)

<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER						
		3. SCHEDULE NUMBER		5. PAID BY						
<i>Read the Privacy Act Statement on the back of this form.</i>										
4. CLAIMANT	a. NAME (Last, first, middle initial) <b>REQUIRED</b>			b. SOCIAL SECURITY NO. <b>REQUIRED</b>						
	c. MAILING ADDRESS (Include ZIP Code) <b>REQUIRED</b>			d. OFFICE TELEPHONE NUMBER <b>REQUIRED</b>						
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.)										
DATE	CODE	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	MILEAGE RATE	AMOUNT CLAIMED				
		(Explain expenditures in specific detail.)			6	MILEAGE	FARE OR TOLL	ADD PERSONS	TIPS AND MISCELLANEOUS	
(a)	(b)	(c) FROM	(d) TO		(e)	(f)	(g)	(h)	(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)								
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).)					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. <i>Sign Original Only</i>					
<i>Sign Original Only</i>					<i>Sign Original Only</i>					
APPROVING OFFICIAL SIGN HERE		<b>REQUIRED</b>		DATE	<b>REQUIRED</b>		DATE	XX		
9. This claim is certified correct and proper for payment. <i>Sign Original Only</i>					11. CASH PAYMENT RECEIPT					
AUTHORIZED CERTIFYING OFFICER SIGN HERE		<b>REQUIRED</b>		DATE	a. PAYEE (Signature)		b. DATE RECEIVED			
ACCOUNTING CLASSIFICATION					c. AMOUNT \$					
					12. PAYMENT MADE BY CHECK NO.					

# PERMANENT CHANGE OF STATION (PCS) ENTITLEMENTS

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## 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](mailto: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 REQUIRED 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)

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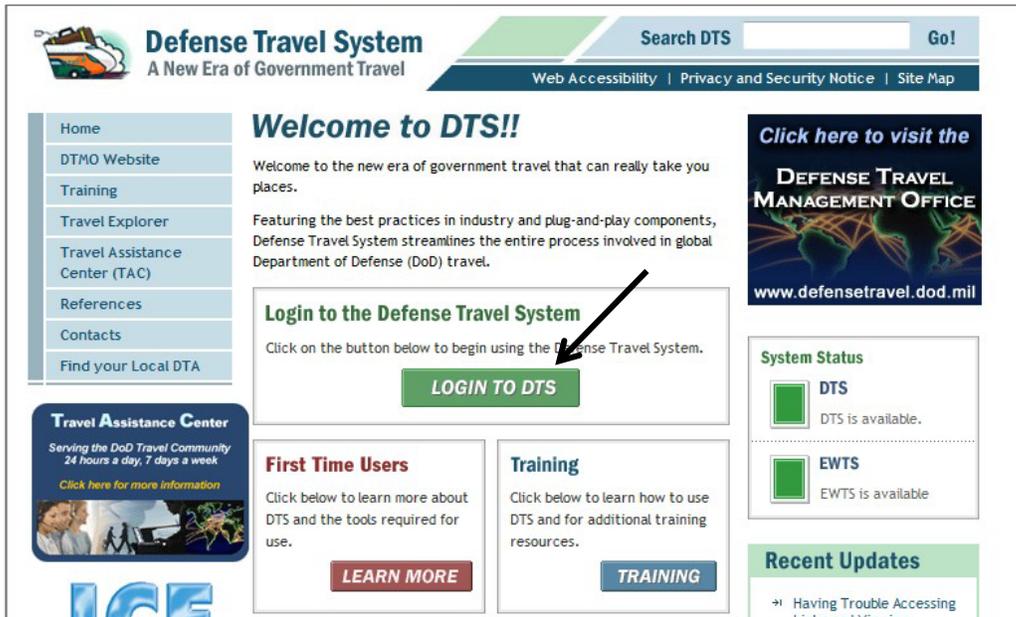
## INSTRUCTIONS FOR COMPLETING YOUR AUTHORIZATION IN DTS

### **AUTHORIZATION/ORDERS:**

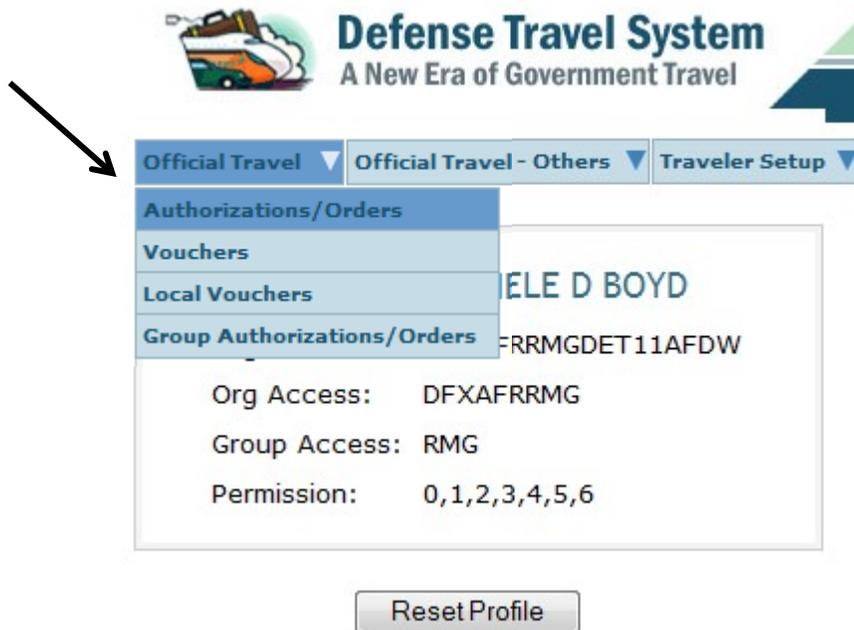
- 1) Orders requests are created, approved and certified in AROWS-R
- 2) Once the order is authenticated, it is exported hourly to DTS if it meets current AFRC/FM business rules.
- 3) The following orders meet the criteria to be processed in DTS:
  - a) Annual Tour Only (NO IDTs on front or back end);
  - 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>.



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



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

**Authorizations / Orders**

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create](#)
Do Not Select
[Create Trip Template](#)

**Existing Authorizations/Orders**

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
FMSTLOUISMO091111_A23-01	09/11/11	CREATED	000Z09	<a href="#">edit</a>	<a href="#">print</a>	<a href="#">remove</a>	
FMSTLOUISMO091111_A23		POS ACK RECEIVED		<a href="#">view</a>	<a href="#">print</a>		

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

**EFT and Credit Card Accounts**

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

If the following account information is incorrect please click on the link below to update your account information from your permanent traveler profile. [Refresh Account Data](#)

Account Type	Account Number	Routing Number	Expiration Date
CHECKING			
GOVCC			

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

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

Logged In As: [MICHELE D BOYD](#)    Document Name: DCHURLBURTFIE071413\_A01-01    Screen ID: 1064.3    [Close Window](#)  
 Traveler Name: [DAVID B COOK](#)    Document Type: Authorization    [Help for this screen](#)

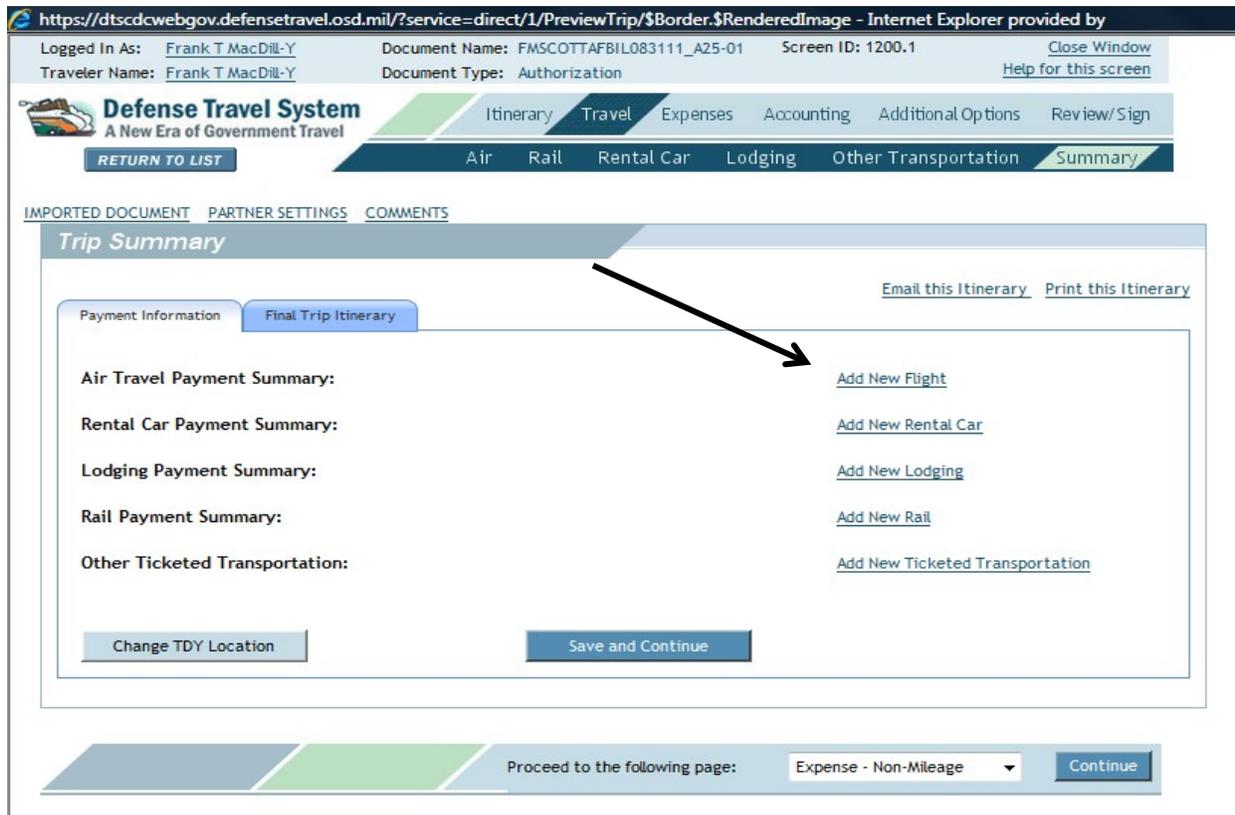

**Defense Travel System**  
 A New Era of Government Travel

[RETURN TO LIST](#)   
 [Itinerary](#)   
 [Travel](#)   
 [Expenses](#)   
 [Accounting](#)   
 [Additional Options](#)   
 [Review/Sign](#)

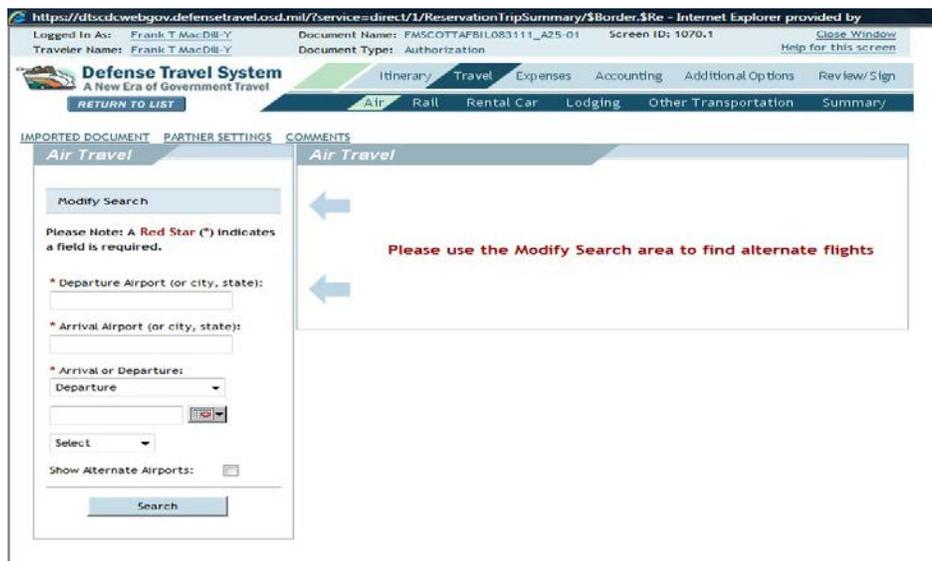
[Preview](#)   
 [Other Auths.](#)   
 [Pre-Audit](#)   
 [Digital Signature](#)

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

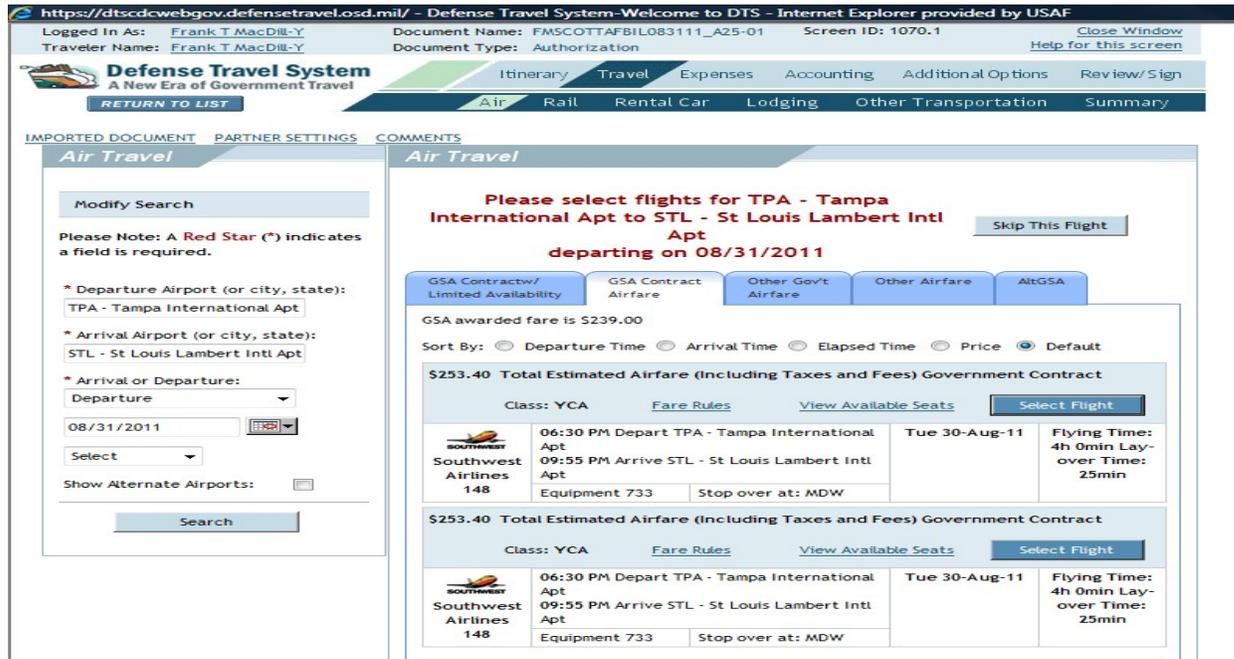
Select 'Add New Flight.' If not applicable, skip to Step 9.



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



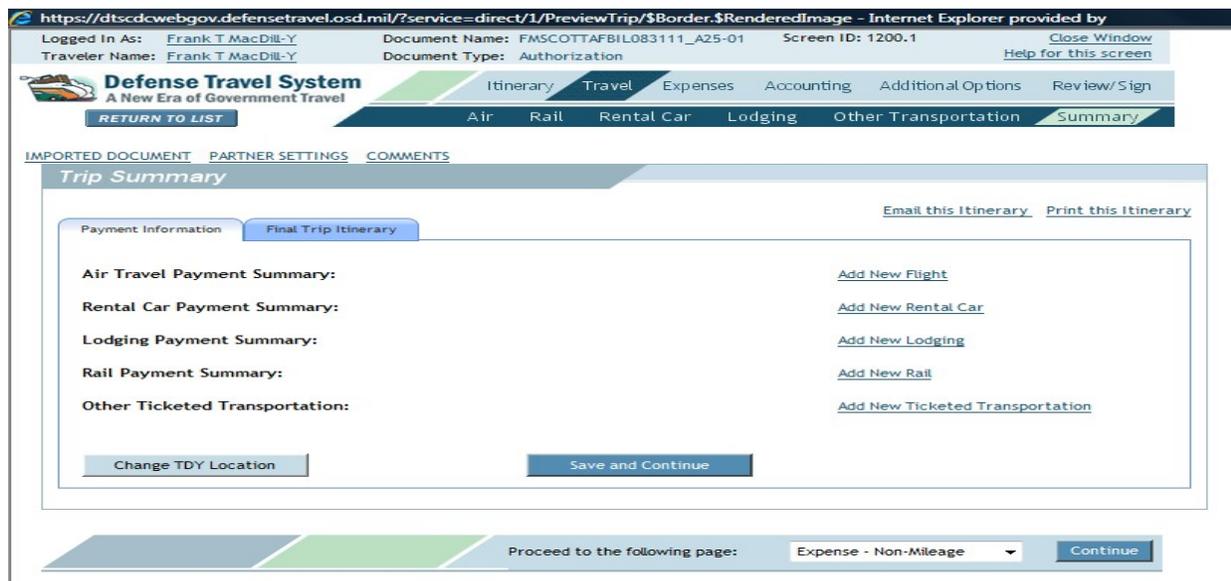
**Step 9:** Select a 'GSA Contract Airfare.'



**\*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.'



**Other Trans.**

Use this screen to enter Other Ticketed Transportation information.  
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**ADD Ticket Information**

Enter or select the required data.

Please Note: A **Red Star ( \* )** indicates a field is required.

\* Type: --Select--  
\* Description: --Select--  
\* Ticket No: CTO Fee (Central Bill)  
                  CTO Fee (Indiv Bill)  
                  Comm Air (Central Bill)  
                  Comm Air (Indiv Bill)

**ADD Ticket Information**

Enter or select the required data.

Please Note: A **Red Star ( \* )** indicates a field is required.

\* Type: Comm Air (Indiv Bill) ▼

\* Description: Comm Air (Indiv Bill)

\* Ticket No: See Attached Ticket 2

\* Ticket Value: 500.00

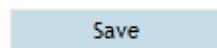
Cost: 500.00  
(If different from ticket value)

\* Departure Date (mm/dd/yyyy): 03/21/2014 [calendar icon] ▼

Issue Date (mm/dd/yyyy): [calendar icon] ▼

\* Ticket Date (mm/dd/yyyy): 03/18/2014 [calendar icon] ▼

Once all info has been added, click on



**Other Trans.**

Use this screen to enter Other Ticketed Transportation information.  
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**Ticketed Transportation Saved**

**Ticket Information**

Select the "edit" link for the corresponding ticketed transportation item to edit this ticketed transportation.

- \* Type: Comm Air (Indiv Bill)
- \* Description: Comm Air (Indiv Bill)
- \* Ticket No 2: See Attached Ticket 1
- \* Ticket Value: 500.00
- Cost: 500.00  
(If different from ticket value)
- \* Dep Date : 03/21/2014
- Issue Date :
- \* Ticket Date : 03/24/2014

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.

**Other Trans.**

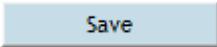
Use this screen to enter Other Ticketed Transportation information.  
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**ADD Ticket Information**

Enter or select the required data.

Please Note: A Red Star (\*) indicates a field is required.

- \* Type:
- \* Description:
- \* Ticket No:
- \* Ticket Value:
- Cost:   
(If different from ticket value)
- \* Departure Date (mm/dd/yyyy):
- Issue Date (mm/dd/yyyy):
- \* Ticket Date (mm/dd/yyyy):

Once all info has been added click 

Your Trip Summary should look like this:

Trip Summary		
<b>Overall Starting Point</b>		
Leave From:	Warner Robins , GA	<a href="#">Edit</a>
Leave:	21-Mar-14	
<b>Location 1: KEESLER AFB,MS</b>		
Leave From:	Warner Robins , GA	<a href="#">Edit</a>
TDY/TAD Loc:	KEESLER AFB,MS	
Arrive:	21-Mar-14	
Leave:	23-Apr-14	
Other:	Comm Air (Indiv Bill)	<a href="#">Edit</a>
Type:	CP - Comm Air (Indiv Bill)	<a href="#">Remove</a>
Depart:	21-Mar-14	
Other cto:	CTO Fee (Indiv Bill)	<a href="#">Edit</a>
Type:	CF - CTO Fee (Indiv Bill)	<a href="#">Remove</a>
Depart:	21-Mar-14	
<b>Overall Ending Point</b>		
Leave From:	KEESLER AFB,MS	<a href="#">Edit</a>
Return Loc:	Warner Robins, GA	
Arrive:	23-Apr-14	

COMM AIR and CTO FEE will default to the GOVCC

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

Logged In As: [MICHELE D BOYD](#) Document Name: MBOFFUTTAFBNE060413\_A01 Screen ID: 1037.1 [Close Window](#)  
 Traveler Name: [MICHELE D BOYD](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) **Non-Mileage** Mileage Per Diem Entitlements Substantiating Records

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.  
 Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 04-Jun-13 Return: 07-Jun-13

**Non-Mileage Expense #1**

\* Select Expense Type:  - OR -

\* Cost: \$   
[view expense details/currency calculator](#)

\* Date:    
 (mm/dd/yyyy)

\* Method of Reimbursement:   
 --Please Select--  
 Personal  
 Govt Funded/Contract  
 GOVCC-Individual

**Non-Mileage Expense #2**

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

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

Logged In As: [MICHELE D BOYD](#) Document Name: MBOFFUTTAFBNE060413\_A01 Screen ID: 1034.1 [Close Window](#)  
Traveler Name: [MICHELE D BOYD](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

**Mileage Expenses**

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 04-Jun-13 Return: 07-Jun-13

Mileage Expense #1

\* Expense Type:    
POC Use-Dedicated Gov Veh  
POC Use-Gov Vehicle Avail  
Private Plane  
Pvt Auto-In/Around  
Pvt Auto-TDY/TAD  
Pvt Auto-Terminal

\* Date:    
(mm/dd/yyyy)

\* Method of Reimbursement:

\* Miles  x Rate 0.565 = Cost \$ 19.77

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



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

Logged In As: [MICHELE D BOYD](#) Document Name: MBOFFUTTAFBNE060413\_A01 Screen ID: 1022.1 [Close Window](#)  
Traveler Name: [MICHELE D BOYD](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

**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	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$34.50 Personal	77 / 46	QTRS				AVAIL
06/05/13	OFFUTT AFB,NE	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/06/13	OFFUTT AFB,NE	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/07/13	OFFUTT AFB,NE	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$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.

**Per Diem Entitlement Detail**

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: AURORA,CO

Values Apply From Date: 08/29/2011

Values Apply Through: 08/29/2011

Select dates to which changes need to apply

**Per Diem Rates**

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 141 / 66

Lodging: \$ 109.00 > [view expense details / currency calculator](#)

M & IE: \$ 49.50 > [view expense details / currency calculator](#)

Input paid dollar amt for lodging expense

Under Duty Conditions, ensure 'Quarters Available' is checked.

**Duty Conditions**

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available

### Meals for Annual Tour ONLY

Select 'Special Rate' and in the Cost box put \$0.00.

**Meals**

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

- Full Rate
- Elected
- Available
- Provided
- Occasional
- Special Rate

- Breakfast
- Lunch
- Dinner

Cost: \$ 0.00

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

**Meals**

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

- Full Rate
- Elected
- Available
- Provided
- Occasional
- Special Rate

- Breakfast
- Lunch
- Dinner

Cost: \$ 0.00

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.

**Meals**

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

Full Rate       Breakfast  
 Elected       Lunch  
 Available       Dinner  
Cost: \$ 0.00

Provided  
 Occasional  
 Special Rate

### Other Per Diem Entitlements

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

**Other Per Diem Entitlements**

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

No Other Per Diem Entitlements

Leave  
Check here if you are taking leave for the above date or date range.

Sick Leave - No Per Diem  
Check here if you are taking Sick Leave without Per Diem for the above date or date range.

Sick Leave - Per Diem  
Check here if you are taking Sick Leave with Per Diem for the above date or date range.

Duty Day(s)(No Per Diem)  
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.

Non-Duty Day(s)  
Check here if you need to use Non-Duty Day for the above date or date range.

Authorized Delay  
Check here if you need to use Authorized Delay for the above date or date range.

Actual Lodging  
Check here if you need to use Actual Lodging for the above date or date range.

OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)  
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)  
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Proceed to the following page: Accounting Codes

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.'**

### Expense Details

Use this screen to edit the expense details.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

#### Cost Options

Expense Type: Lodging

Expense Cost: 55.00

Reimbursable:

Expense Category: LODGING

Method of Reimbursement: GOVCC-Individual  
GOVCC-Individual  
Govt Funded/Contract  
Personal

#### Foreign Currency Calculator

Foreign Currency: 0.00

Exchange Rate: 0.00 (Foreign Units/US \$)

Reverse Exchange Rate  
If the expense cost doesn't appear to be correct, then try using the following exchange rate:  
(US \$/Foreign Units)

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

**Other Per Diem Entitlements**

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- No Other Per Diem Entitlements**
- Leave**  
Check here if you are taking leave for the above date or date range.
- Sick Leave - No Per Diem**  
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- Sick Leave - Per Diem**  
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- Duty Day(s)(No Per Diem)**  
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- Non-Duty Day(s)**  
Check here if you need to use Non-Duty Day for the above date or date range.
- Authorized Delay**  
Check here if you need to use Authorized Delay for the above date or date range.
- Actual Lodging**  
Check here if you need to use Actual Lodging for the above date or date range.
- OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)**  
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)**  
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

**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:** Leave From: Marietta,GA  
[Edit](#) Leave: 04-Jun-13

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

**Itinerary:** Leave From: OFFUTT AFB,NE  
[Edit](#) TDY/TAD Location: OFFUTT AFB,NE  
 Arrive: 04-Jun-13  
 Leave: 07-Jun-13

**Rental Car:** Company:  
[Edit](#) 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:** Leave From: OFFUTT AFB, NE  
[Edit](#) 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
<a href="#">Edit</a>	06/04/13	06/07/13	\$165.00	\$102.40

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

Accounting Summary	
Actual/Estimate	No Accounting Information Available.
Accounting Code:	NO ACCT CODE
LODGING:	\$165.00
M&IE:	\$102.40
NO ACCT CODE Sub Total:	\$267.40
Calculated Trip Cost:	\$267.40

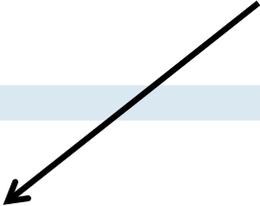
  

Document Totals	
Actual/Estimate	No Accounting Information Available.
LODGING:	\$165.00
M&IE:	\$102.40
Calculated Trip Cost:	\$267.40

Advances and Scheduled Partial Payments Summary	
No Advances requested.	
Trip Length does not allow Scheduled Partial Payments.	

Proceed to the following page: Other Authorizations



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

Logged In As: [Frank T MacDill-Y](#) Document Name: FMSCOTTAFBIL083111\_A25-01 Screen ID: 1040.1 [Close Window](#)  
Traveler Name: [Frank T MacDill-Y](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

[RETURN TO LIST](#) Preview **Other Auths** Pre-Audit Digital Signature

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

### Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations			
	Other Authorization	Remarks	Remove
1	VARIATIONS AUTHORIZED	<input type="text" value="variations authorized"/>	<a href="#">remove</a>

[Save and Proceed to Pre-Audits](#)

Proceed to the following page:  [Continue](#)

**Step 18:** Pre-Audit Trip

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

**Pre-Audit Trip**

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

**4 Items have been Flagged in this Travel Document**

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ MIL QTRS NOT USED	→ SCOTT AFB,IL has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	<a href="#">Reason Codes</a> Per Diem authorized on first and last day of travel. The comments/justification does not have to be detailed, just simple enough for the AO to approve
	→ NON-CONTRACT FARE	→ Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: DL - 1872 TPA-Tampa International Apt 08/31/2011 - 06:00 AM ATL-Atlanta Hartsfield-Jackson Intl Apt 08/31/2011 - 07:30 AM GSA Fare: \$253.40 Fare Selected: \$260.40 Fare Price Difference: \$ 7.0	<a href="#">Reason Codes</a> (C1) - Does not meet mission requirements

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

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

→

---

Proceed to the following page:

**Step 20:** Digital Signature

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

**Digital Signature**

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

**Document Action**

\* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

**Pending Routing Actions**

Awaiting Status Change To	By	Level
SIGNED	MICHELE D BOYD	0

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

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Chris A MacDill-Y Document Name: FMSCOTTAFBIL083111\_A25-01 Screen ID: 1049.1 [Close Window](#)

Traveler Name: Frank T MacDill-Y Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
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[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

**Fund Authorization**

Fund Authorization

Funding bypassed.

**CLICK 'OK' TO PROCEED.**

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/Fund/view - Defense Travel System - Internet Explorer provided by

Logged In As: [Chris A MacDill-Y](#) Document Name: FMSCOTTAFBIL083111\_A25-01 Screen ID: 1142.1 [Close Window](#)  
Traveler Name: [Frank T MacDill-Y](#) Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**  
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[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

**Stamping Result**

Document Name: FMSCOTTAFBIL083111\_A25-01  
Document Type: AUTH  
SSN: #####657R  
Desired Stamping Action: CTO BOOKED  
Actual Stamping Status: PASS - Document was stamped CTO BOOKED

[Close](#)

**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>.

**Defense Travel System**  
A New Era of Government Travel

Search DTS  Go!

Web Accessibility | Privacy and Security Notice | Site Map

**Welcome to DTS!!**

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

**Login to the Defense Travel System**

Click on the button below to begin using the Defense Travel System.

**LOGIN TO DTS**

**First Time Users**

Click below to learn more about DTS and the tools required for use.

**LEARN MORE**

**Training**

Click below to learn how to use DTS and for additional training resources.

**TRAINING**

**System Status**

**DTS**  
DTS is available.

**EWTS**  
EWTS is available

**Recent Updates**

- Having Trouble Accessing Links and Viewing Documents in DTS?
- New Travel Justification Required for DD 1610 and Other Order Formats
- Baggage Allowances and Fees - Know Before You Go

**Travel Assistance Center**  
Serving the DoD Travel Community  
24 hours a day, 7 days a week  
[Click here for more information](#)

**ICE**  
Provide Feedback Here!

**TRAX**  
TRAVEL EXPLORER

**Home**

DTMO Website

Training

Travel Explorer

Travel Assistance Center (TAC)

References

Contacts

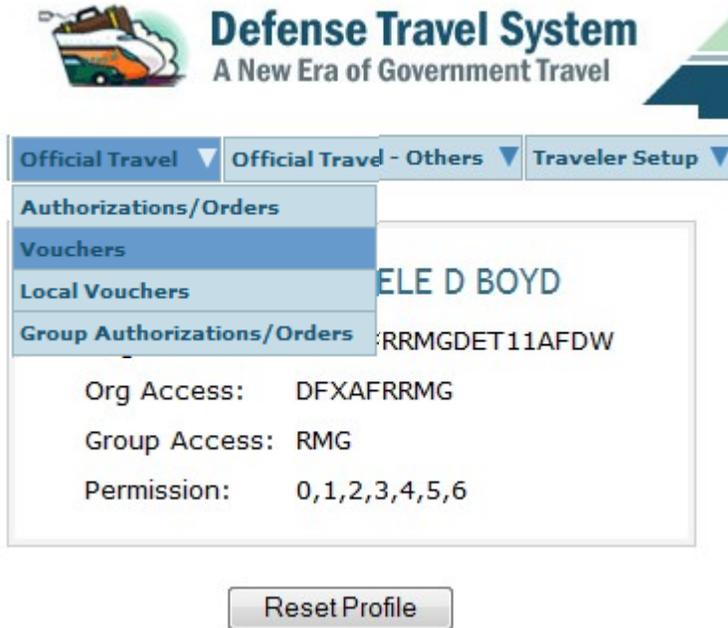
Find your Local DTA

**Click here to visit the**  
**DEFENSE TRAVEL**  
**MANAGEMENT OFFICE**  
[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

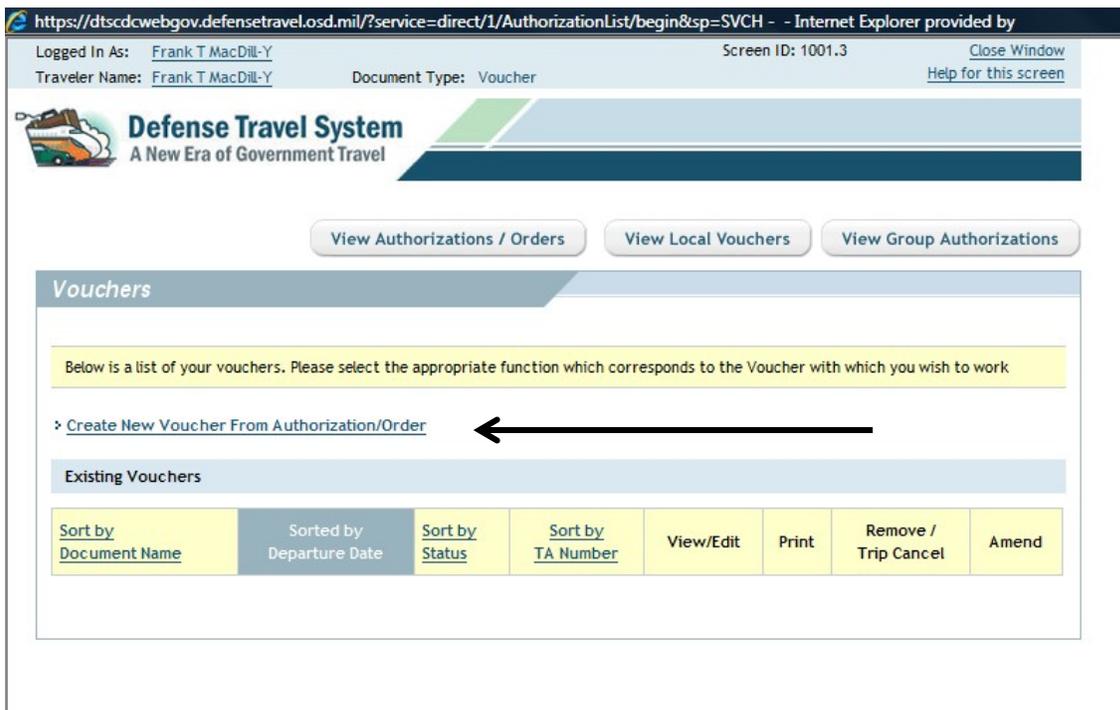
**Notices**

- What To Do If An Emergency Occurs While on TDY
- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- Baggage Allowances and Fees - Know Before You Go
- Now Available - Spring Edition of the Defense Travel Dispatch

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



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



https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/AuthorizationList/vouchFromAuth - Internet Explorer provided by

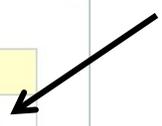
Logged In As: Frank T MacDill-Y Document Type: Voucher Screen ID: 1010.1 [Close Window](#)  
 Traveler Name: Frank T MacDill-Y [Help for this screen](#)

**Defense Travel System**  
 A New Era of Government Travel

*Voucher from Authorization/Order*

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
FMSCOTTAFBIL083111_A25-01	08/31/11	POS ACK RECEIVED	000YXI	<a href="#">create</a>



**Step 5: Trip Overview**

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/VoucherAuthList/create&sp=0 - Defe - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111\_V25 Screen ID: 1039.1 [Close Window](#)  
 Traveler Name: Frank T MacDill-Y Document Type: Voucher [Help for this screen](#)

**Defense Travel System**  
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) **Trip Overview** [Per Diem Locations](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

**Trip Overview**

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g.,air,rail) and lodging after these initial steps are complete.

**Overall Starting Point Information**

Please Note: A Red Star ( \* ) indicates a required field.  
 \* Select a Location: -OR- \* Enter a Starting Point:

\* Start Date(mm/dd/yyyy):

**Overall Ending Point Information**

Please Note: A Red Star ( \* ) indicates a required field.  
 \* Select a Location: -OR- \* Enter an Ending Point:

\* End Date(mm/dd/yyyy):

**Other Trip Information**

Please Note: A Red Star ( \* ) indicates a required field.  
 \* Trip Type:  Trip Description (optional):

**Trip Summary**

**Overall Starting Point**

Leave From: Tampa,FL   
 Leave: 31-Aug-11

**Location 1: SCOTT AFB,IL**

Leave From: Tampa,FL   
 TDY/TAD Loc: SCOTT AFB,IL  
 Arrive: 31-Aug-11  
 Leave: 05-Sep-11

Carrier/Flight: Delta Air Lines (DL) 1872   
  
 Conf/PNR: 123456  
 Depart: 31-Aug-11 06:00AM  
 TPA-Tampa International Apt  
 Arrive: 31-Aug-11 07:30AM  
 ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1570   
  
 Conf/PNR: 123456  
 Depart: 31-Aug-11 08:40AM  
 ATL-Atlanta Hartsfield-Jackson Intl Apt  
 Arrive: 31-Aug-11 09:30AM  
 STL-St Louis Lambert Intl Apt

**Overall Ending Point**

Leave From: SCOTT AFB,IL   
 Return Loc: Tampa,FL

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

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

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

\* [create an expense item from a government charge card transaction](#)  
 Leave: 31-Aug-11 Return: 05-Sep-11

**Non-Mileage Expense #1**

\* Select Expense Type:    
 - OR -

\* Cost: \$    
[view expense details/currency calculator](#)

\* Date: 08/31/2011    
 (mm/dd/yyyy)

\* Method of Reimbursement: --Please Select--

**Non-Mileage Expense #2**

\* Select Expense Type:    
 - OR -

\* Cost: \$    
[view expense details/currency calculator](#)

\* Date: 08/31/2011    
 (mm/dd/yyyy)

\* Method of Reimbursement: --Please Select--

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

Expense Type	Date	Cost	E/R
Parking - Terminal	08/31/2011	\$74.00	<a href="#">Edit</a> <a href="#">Remove</a>
Baggage Tips	08/31/2011	\$10.00	<a href="#">Edit</a> <a href="#">Remove</a>
Public Transit	08/31/2011	\$34.00	<a href="#">Edit</a> <a href="#">Remove</a>
Registration Fees	08/31/2011	\$250.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Room Tax	08/31/2011	\$19.67	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$587.67	

Proceed to the following page: Expense - Mileage [Continue](#)

Once complete, select continue

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

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/NonMileageExpenseDetail/\$Border.\$R - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111\_V25 Screen ID: 1035.1 [Close Window](#)  
 Traveler Name: Frank T MacDill-Y Document Type: Voucher [Help for this screen](#)

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage **Mileage** Per Diem Entitlements Substantiating Records

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

**Mileage Expenses**

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 31-Aug-11 Return: 05-Sep-11 **Add Expense**

\* Expense Type:   
 \* Date: 09/05/2011 (mm/dd/yyyy)  
 \* Method of Reimbursement: --Please Select--  
 \* Miles  x Rate  = Cost \$   
[View This Expense Type's Defaults](#) **Save Expense**

**Expenses Summary**

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	08/31/2011	\$17.34	<a href="#">Edit</a> <a href="#">Remove</a>
Pvt Auto-Terminal	09/05/2011	\$17.34	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$34.68	

Proceed to the following page: Per Diem Entitlements **Continue**

Once complete, select 'continue'

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

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/MileageExpenseDetail/\$Border.\$Rend - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111\_V25 Screen ID: 1022.1 [Close Window](#)  
 Traveler Name: Frank T MacDill-Y Document Type: Voucher [Help for this screen](#)

**Defense Travel System**  
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Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

**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
08/31/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$42.00 Personal	105 / 56	NONE				
09/01/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.00 Personal	105 / 56	MESS	M	M	M	AVAIL
09/02/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/03/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/04/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/05/11	SCOTT AFB,IL	> Edit	> Reset	\$0.00	\$0.00 GOVCC-Individual	\$42.00 Personal	105 / 56	NONE				

[Reset All](#) [Edit All](#)

Proceed to the following page: Accounting Codes **Continue**

**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.

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: DENNIS J MOTEN Document Name: RSAURORACO082911\_V01 Screen ID: 1021.1 Close Window  
 Traveler Name: RUSSELL A SEGO Document Type: Voucher Help for this screen

**Defense Travel System**  
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Itinerary Travel Expenses Accounting Additional Options Review/ Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

### Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: AURORA, CO  
 Values Apply From Date: 08/29/2011  
 Values Apply Through: 08/29/2011

#### Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate:	141 / 66	
Lodging:	\$ 109.00	> <a href="#">view expense details / currency calculator</a>
M & IE:	\$ 49.50	> <a href="#">view expense details / currency calculator</a>

#### Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY

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

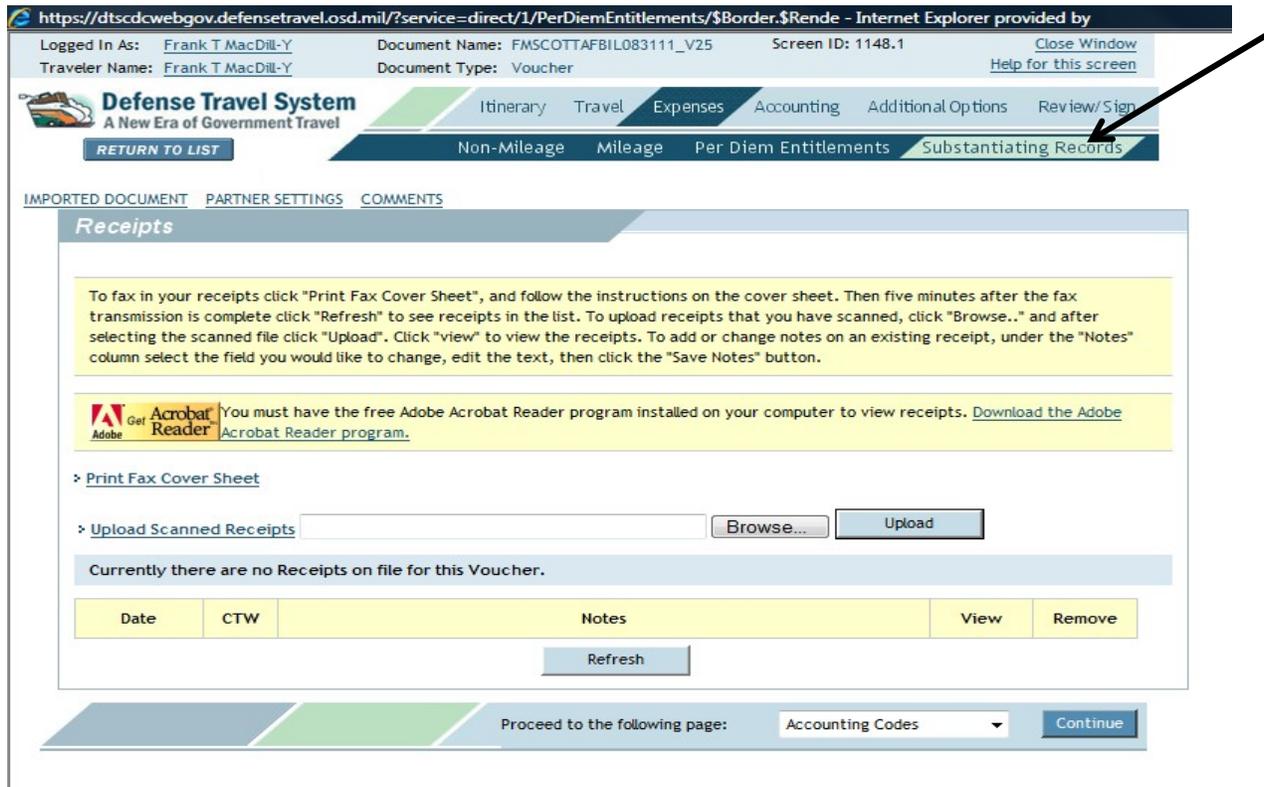
### Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- No Other Per Diem Entitlements
- Leave  
Check here if you are taking leave for the above date or date range.
- Sick Leave - No Per Diem  
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- Sick Leave - Per Diem  
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- Duty Day(s)(No Per Diem)  
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- Non-Duty Day(s)  
Check here if you need to use Non-Duty Day for the above date or date range.
- Authorized Delay  
Check here if you need to use Authorized Delay for the above date or date range.
- Actual Lodging  
Check here if you need to use Actual Lodging for the above date or date range.
- OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)  
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)  
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return 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://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/Receipts/\$Border.\$RenderedImage&sp - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111\_V25 Screen ID: 1064.4 Close Window  
 Traveler Name: Frank T MacDill-Y Document Type: Voucher Help for this screen

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Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Print Document

**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: SDN = 999987669T4878M

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**

https://dtscdwebgov.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
<a href="#">Edit</a> 1.	Parking - Terminal	08/31/11	\$74.00	GOVCC-Individual
<a href="#">Edit</a> 2.	Baggage Tips	08/31/11	\$10.00	Personal
<a href="#">Edit</a> 3.	Public Transit	08/31/11	\$34.00	GOVCC-Individual
<a href="#">Edit</a> 4.	Registration Fees	08/31/11	\$250.00	GOVCC-Individual
<a href="#">Edit</a> 5.	Hotel Room Tax	08/31/11	\$19.67	GOVCC-Individual
<b>Total:</b>			\$387.67	

**Mileage:**

No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
<a href="#">Edit</a> 1.	Pvt Auto-Terminal	08/31/11			\$17.34	Personal	34
<a href="#">Edit</a> 2.	Pvt Auto-Terminal	09/05/11			\$17.34	Personal	34
<b>Total:</b>					\$34.68		

**Per Diem Entitlements**

**Lodging M&IE:**

Start Date	End Date	Total Lodge	Total M&IE
<a href="#">Edit</a> 08/31/11	09/05/11	\$195.00	\$147.20

**Accounting Summary**

Actual/Estimate	Accounting Code:	Allowed	Accounting Code:
11 DEFAULT <a href="#">Edit</a>		11 DEFAULT <a href="#">Edit</a>	
COM. CARR.-I: \$524.30		COM. CARR.-I: \$524.30	SDN: XXXXX7669T4878M CIC: DTS000YX1000000
LODGING: \$195.00		LODGING: \$195.00	
M&IE: \$147.20		M&IE: \$147.20	
MILEAGE: \$34.68		MILEAGE: \$34.68	

https://dtscdwebgov.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
<b>Net Distribution</b>	
Personal(S):	\$191.88
Individual GOVCC(S):	\$1,096.97
Total(S):	\$1,288.85

**Document Totals**

Actual/Estimate	Baseline Trip	<a href="#">View Worksheet</a>
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.

Proceed to the following page: [Other Authorizations](#)

Select 'Save and Proceed'



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Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111\_V25 Screen ID: 1040.1 [Close Window](#)  
 Traveler Name: Frank T MacDill-Y Document Type: Voucher [Help for this screen](#)

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RETURN TO LIST | Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Preview | Other Auths. | Pre-Audit | Digital Signature

IMPORTED DOCUMENT | PARTNER SETTINGS | COMMENTS

### Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

> [Add Additional Authorizations For This Trip](#)

Other Authorizations for this trip do not exist. Select the link for "Add Additional Authorizations For This Trip" to add other authorizations that may apply to this trip.

Proceed to the following page: Pre-Audit [Continue](#)

Select 'Save and proceed' to Pre-Audit

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

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111\_V25 Screen ID: 1043.1 [Close Window](#)  
 Traveler Name: Frank T MacDill-Y Document Type: Voucher [Help for this screen](#)

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RETURN TO LIST | Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Preview | Other Auths. | Pre-Audit | Digital Signature

IMPORTED DOCUMENT | PARTNER SETTINGS | COMMENTS

### Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

**6 Items have been Flagged in this Travel Document**

Reason Flagged	Item Description	Justification to Approving Official <a href="#">&lt;Help&gt;</a>
1. COST COMPARISON	VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTH EST COST (FMSCOTTAFBIL083111_A25-01)	All expenses were not known upfront
2. MIL QTRS NOT USED	SCOTT AFB,IL has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	<a href="#">Reason Codes</a> (R3) - Commercial lodging used instead of the military lodging facility. Traveler voluntarily accepts reimbursement at the military lodging facility 'on base rate' which must be entered into the justification. Per Diem authorized on first and last day of travel. The comments/justification does not have to be detailed, just simple enough for the AO to approve
3. Reason Flagged	Item Description	Justification to Approving Official <a href="#">&lt;Help&gt;</a>

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

<p><b>4. Reason Flagged</b></p> <p>NON-CONTRACT FARE</p>	<p><b>Item Description</b></p> <p>Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: DL - 1872 TPA-Tampa International Apt 08/31/2011 - 06:00 AM ATL-Atlanta Hartsfield-Jackson Intl Apt 08/31/2011 - 07:30 AM GSA Fare: \$253.40 Fare Selected: \$0.00 Fare Price Difference: \$ -253.4</p>	<p>Pick best to meet your situation</p> <p><b>* Justification to Approving Official &lt;Help&gt;</b></p> <p>Reason Codes (C1) - Does not meet mission requirements Needed earlier flight</p>
<p><b>5. Reason Flagged</b></p> <p>POSSIBLE EXCESSIVE EXPENSE</p>	<p><b>Item Description</b></p> <p>THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -&gt; Public Transit &gt; 25.0</p>	<p><b>* Justification to Approving Official &lt;Help&gt;</b></p> <p>Shuttle from St Louis Airport to Scott authorized</p>

The following are provided for advisory purposes only

<p><b>6. Advisory</b></p> <p>PERSONAL INFO HAS CHANGED</p>	<p><b>Advisory Description &lt;Help&gt;</b></p> <p>PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- CITY, ZIP CODE, RESIDENCE CITY</p>
--	--

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature

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

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Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111\_V25 Screen ID: 1059.1  
 Traveler Name: Frank T MacDill-Y Document Type: Voucher

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

**Digital Signature**

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

\* Submit this document as: SIGNED

Routing List: MSS

Additional Remarks:

Submit Completed Document

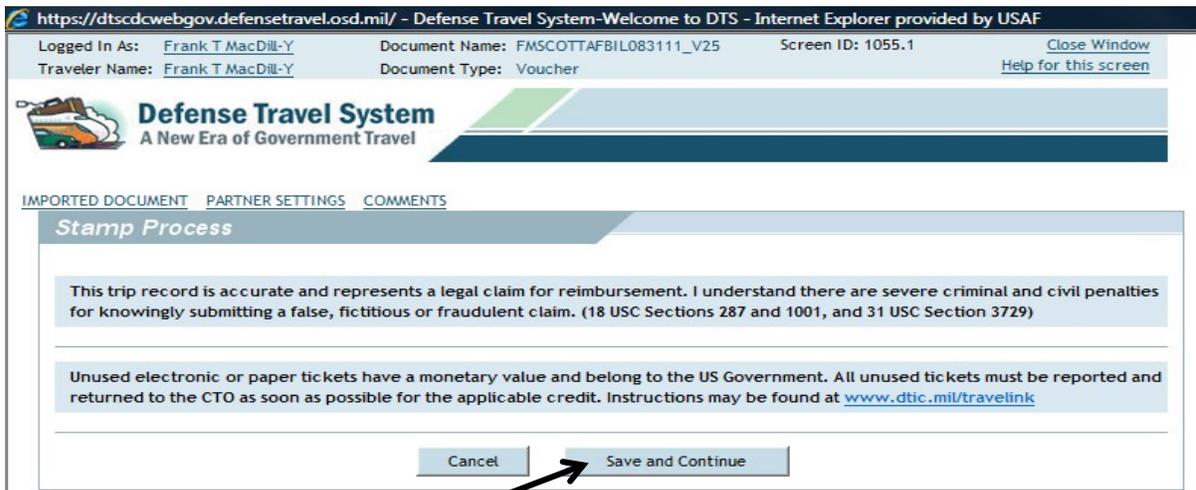
DTS bypassed the Constructed Travel Worksheet pre-audit due to the following: The Import file pre-authorized the en route modes of travel claimed on the DTS document and the partner has the auto-approval feature turned on.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Frank T MacDill-Y	0

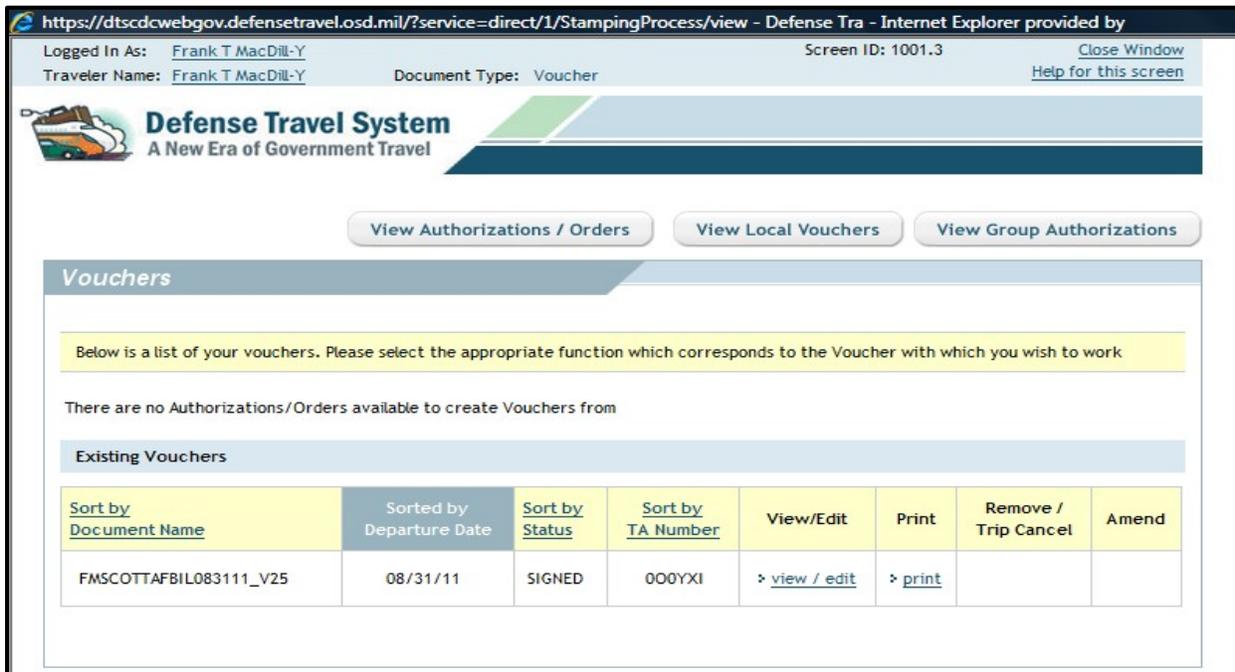
Document History

Status	Date	Time	Name	Remarks
CREATED	08/19/11	1647	Frank MacDill-Y	



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 APPLICABLE, 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/home/hqrio.aspx](http://www.arpc.afrc.af.mil/home/hqrio.aspx)

HQ RIO Pay and Travel [www.arpc.afrc.af.mil/home/hqrio/HQRIOPayandTravel.aspx](http://www.arpc.afrc.af.mil/home/hqrio/HQRIOPayandTravel.aspx)

Air Force Reserve Command [www.afrc.af.mil](http://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>

Headquarters RIO [www.arpc.afrc.af.mil/home/hqrio.aspx](http://www.arpc.afrc.af.mil/home/hqrio.aspx)

HQ RIO Pay and Travel [www.arpc.afrc.af.mil/home/hqrio/HQRIOPayandTravel.aspx](http://www.arpc.afrc.af.mil/home/hqrio/HQRIOPayandTravel.aspx)

Air Force Reserve Command [www.afrc.af.mil](http://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](http://www.oanda.com)

Privatized Army Lodging (PAL) [www.pal.army.mil](http://www.pal.army.mil)

Army lodging locations [www.ihgarmyhotels.com/pal/en/us/home](http://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](http://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**

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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

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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