

Sir or Ma'am,

Our financial systems indicate you have an outstanding travel order or advance that has NOT been settled. Please contact the ARPC Financial Management Analysis office (see below) as soon as possible to rectify this situation.

Outstanding travel orders tie up limited funding needed for other critical AFRC and RIO requirements. It is also possible that you have unclaimed money owed to you.

Additionally, members with outstanding travel orders may have their new travel orders delayed or disapproved until outstanding orders are resolved. This restriction could have a negative impact on your ability to complete required readiness training.

Remember, all travel vouchers must be submitted within five working days after the end of the order, in accordance with DoD FMR Vol. 9, Chap 8, para. 080501. Failure to submit a final settlement travel voucher may also result in the creation of a debt and initiation of collection actions.

Under the new HQ RIO construct, Individual Reservists must contact ARPC/FMA to resolve outstanding travel orders and advances. To resolve your current outstanding voucher or advance, please contact MSgt. Joseph Haynes, HQ ARPC/FMA office, by calling (DSN) 473-2292, (Comm) 210-671-2292, or by e-mailing ARPC.RIO.ALO@US.AF.MIL.

Thank you for your prompt attention to this matter.

CHRISTOPHER E. CRONCE, Colonel, USAF
Commander, HQ Individual Reservist Readiness and Integration Organization

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