

2-Mar-15  
15-011

Sir or Ma'am,

Our financial systems indicate you have an outstanding travel order or advance that has NOT been settled. To find out more information on your outstanding travel voucher(s), contact MSgt. Joseph Haynes, ARPC Financial Management Analysis office, at [ARPC.RIO.ALO@US.AF.MIL](mailto:ARPC.RIO.ALO@US.AF.MIL) and allow up to five business days for a response.

Outstanding travel orders tie up funding needed for other critical AFRC requirements. Members with outstanding travel orders may have new travel orders delayed or disapproved until outstanding vouchers are resolved. This restriction could have a negative impact on your ability to complete annual requirements.

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

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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