# IDT Lodging Reimbursement

# A Quick Guide from HQ RIO

Members are authorized reimbursement for lodging for the night prior to the first IDT through the morning of the last IDT. Follow these steps to submit for reimbursement. Use your government travel card for lodging expenses.

## DURING YOUR STAY:

- Get a detailed receipt for your lodging which includes the name and location of the lodging, your name, rate charged per night, the dates of your stay, and a break down of any taxes charged.
- Some states exempt military on official travel from lodging taxes. If this applies to your lodging location, you can be a good steward of tax dollars and not pay the tax. For a list of states that are exempt and what forms you need to give to the hotel, <u>CLICK HERE</u>. Some hotels won't honor it for IDT v orders travel. In that case, you'll need to pay the tax.

## DOCUMENTS NEEDED FOR REIMBURSEMENT:

- $\Rightarrow$  An OF1164 signed by you and your RegAF supervisor
- $\Rightarrow$  A detailed receipt of your lodging charges
- $\Rightarrow$  A printed "automated" 40A showing the IDTs you performed
- ⇒ A COLOR screen shot of your UTAPS calendar showing those IDTs as **BLACK** (paid)

## ONLY IF NECESSARY ...

- an MFR from your Det or RegAF CC for an extra night (more info on page 2)
- a non-availability statement from on-base lodging if you had to stay off-base
- an <u>FMS 2231</u>-Direct Deposit if it's your first time filing for IDT reimbursement as an IR
- See page 4 for a sample OF1164. You can download a blank, fillable OF 1164 HERE.
- Printing your 40A from UTAPS: Once you've worked your IDTs, go into UTAPS and mark those days as "worked" (they will turn **GREY**). Your supervisor will be notified via email to mark them paid, then they will turn **BLACK**. You must wait for this step before doing the following:

#### 1. Go to REPORTS and select AUTOMATED FORM 40s

- 2. You will see a screen that shows your name
- Click the + next to your name to expand the selection
- 4. Scroll until you see the dates for the IDTs
- 5. Select the FIRST IDT period for the reimbursement period







More in-depth UTAPS instruction can be found in the UTAPS Quick Guide on the HQ RIO website.

In place of these two things, you can submit a certified 40A, which is one with all three digital or wet signatures.

- 6. Select the tab for COMBINE FORM 40As
- 7. The system will identify the other IDT periods that occur in the same time period. If you have more than seven, you'll need to repeat these steps to produce a second 40A with the remaining periods
- When you see all the periods (or have limited it to seven), select COMBINE/SAVE
- The dates on the list will disappear. Next select PRINT INDIVIDUAL 40As. You may be asked to select an approving official. If that happens, go to the second tab, select your approving official and try again
- 10. You will be asked whether or not to mask your SSN select **NO**
- 11. The system will pull up the 40A and you can save it to your computer from there. Your 40A needs to show duty location. *NOTE: The "signature" on an automated 40A is just the typed name of your supervisor.*
- <u>Taking a screen shot of your UTAPS calendar</u>: Make sure the IDTs for this reimbursement have been acted on by your supervisor and are **BLACK** (paid). Have your calendar up on your computer and select the PRINT SCREEN button on your keyboard (for Macs press Command-Shift-3). PASTE that onto a blank document (Word, Powerpoint, Paint, etc.). Save that as a .jpg or .pdf. You can crop out extraneous items from your computer, but be sure you can still see your NAME, which is in the upper left-hand corner of the browser window.
- If it was necessary for you to stay in lodging after your last IDT, you must provide an MFR signed by your detachment or RegAF commander. A template can be found <u>HERE</u>. (*Note: The template is written for a Det CC signature. You can also write it for your RegAF CC to sign.*)

#### FILING FOR REIMBURSEMENT:

- Submission for travel reimbursement is done through myPers, which is a secure system, and can accept documents with PII. Here is a <u>direct link to the correct submission form</u>. It is VERY important that you use the custom form. DO NOT send in your forms via a general myPers message ... it will cause a delay in processing your request. This link is also found on the <u>HQ RIO Website</u> in the TRAVEL section.
- To find the correct submission link in myPers, select IMA MANAGEMENT from the list of links on the left-hand side.





- From that page select IR TRAVEL REQUESTS. ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN Home > Officer > IMA Management MY ACCOUNT Incidents/Messages IMA Management My DocumentsNotifications Change Password
  My Profile This site is under development Welcome to the Reserve Officer and Enlisted IMA Management home Then select SUBMIT TRAVEL REQUESTS BY Programs LEARN MORE ABOUT CLICKING HERE. <u>Air Force Reserve Individual Reservist Program</u> Individual Medical ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIV Uniform process Update Home > Officer > IMA Man MY ACCOUNT Assignments Incidents/Mess
   My Documents
   Notifications ver ID: 45723 Apply for an IMA Position **IR Travel Requests** Change Password
  My Profile IMA Reserve Pay/Travel Office Applicable to: Air Force Reserve IR Travel Requests RIO Reserve Pay As of 15 Oct 18, submissions to the Individual Reserve Travel Office will no accepted via email, AMRDEC, or fax. LEARN MORE ABOUT HPSP Students The MyPers case management system will en tracked, and executed within measurable tir Benefits and Entitlements Career Management Classification If you have grossly aged items, please contact the Total Force Service Center (TFSC) a 1-800-525-0102 or your assigned detachment with your MyPers ticket number. The TFS Det will contact the HQ RIO TRAVEL for oversight/updates. Compensation Deployment Please be advised that submitting incorrect/incomplete packages, omitting key support documents, or delayed responses to technician follow-up requests will dealy your final reinhursment. Additionally, if your "Information has changed, please include a sign direct deposit form (PMS Z33) with your BPO/Taves request. Please note that updating myPp JOCS NOT change information within the travel spream. Education Evaluations Force Development MA Management New Hire See the Travel Guides section SUBMIT TRAVEL REQUESTS BY CLICKING HERE Travel Guides ARPC (FOUO) IMA RPO/Travel Request Enter your SSN, AIR RESERVE, • Target SSAN (No 123456789 × Dashes) select OFFICER or ENLISTED, Officer or Enlisted: AIR RESERVE
   OFFICEP • and then choose "Travel: IDT - Request Type CHOOSE AN OPTION If your EFT information h change information withi RPO: Clothing/Uniform Allowance (FMS 2231) with your RPO/Travel request. Please note Lodging Only" from the drop RPO: Other RPO: Welcome Packages Questions/Comments down menu. Travel: Advan Travel: All other travel claims Travel: Debts Travel: General Officer (07-010) Travel: IDT Lodging Only Travel: PCS/PPM Attach Documents Travel: Voucher Only (RPA, MPA, AT, 1610) Attachment limitations: Documents cannot be greater than 20 MB, maximum of 20 attachments and only the following doci docx, gif, htm, html, jpg, jpeg, pdf, ppt, pptx, rtf, tif, tiff, txt, xls, xlsm, xlsx, xml SUBMIT Write a short note requesting reimbursement for IDT • Target SSAN (No 123456789 lodging. Then, using the BROWSE button, select Officer or Enlisted: AIR RESERVE
   OFFICER • and attach the necessary documentation for the Request Type TRAVEL: IDT LODGING ONLY -If your EFT information has changed, please include a signed direct deposit form (FMS 2231) with your RPO/Travel request. Pl change information within the travel system. technician to process your claim. Ouestions/Comments Hi! Please see the attached 1164, 40As, UTAPS screenshot, and lodging receipt for reimbursement. Make note of what types of files you can upload. Have a great day! Don't hit SUBMIT until you've checked that all the Attach Documents
   Browse... documents needed are attached. Attachment limitations: Documents cannot be greater than 20 MB, maximum of 20 attachments and only the following docx, gif, htm, html, jpg, jpeg, pdf, ppt, pptx, rtf, tif, tiff, txt, xls, xlsm, xlsx, xml SUBMIT EXPECTATIONS AND FOLLOW-UP:
- If there are no issues with your submission, you can expect funds to go to your GTC or bank account within two weeks. (See page 4 for how to request funds go to your GTC.)
- If there are issues, the technician will reply to your ticket in myPers. MAKE SURE YOU HAVE A GOOD PERSONAL EMAIL IN YOUR MYPERS PROFILE SO YOU DON'T MISS MESSAGES!
- If you need to follow up on the request, go to Incidents/Messages in the upper left-hand corner of myPers and reply to the specific ticket. Don't send in a new request.

CLAII F ON	M FO FOR N OF	DR REIMBURSEMENT EXPENDITURES FICIAL BUSINESS	RTMENT OR ESTABLISHM	ENT, BUREAU, DIVISION	OR OFFICE	2. VOUCHER NI 3. SCHEDULE N	JMBER		
	_	Read the Privacy Act Statement or	the back of this for	m					
4. a. NAME (L	ast, firs	t, middle initial)	b. EMPLOYEE ID NU	MBER					
C L Doe, Jane, R.				YOUR SSN					
C. MAILING		ESS (Include ZIP Code)	d. OFFICE TELEPHO	NE NUMBER					
A Your To	in S own,	ST 45678	A personal # is fine.						
N T			Best # to rea						
6. EXPENDI	TURE	S (If fare or toll claimed in column (g) exc accompanied the claimant.)	ceeds charge for one	person, show in colu	umn (h) the i	number of add	ditional pers	ons which	ז
DATE	Show appropriate code in column (b):		neral Honors Detail		MILEAGE RATE	AMOUNT CLAIMED			
YEAR	O D	<b>B</b> - Telephone or Telegraph <b>E</b> . Spe <b>C</b> - Other expenses ( <i>itemized</i> )	ecialty Care		(Enter Whole Numbers Only)		FADE		
		(Explain expenditure	es in specific detail.)		NUMBER OF MILES	MILEAGE	OR TOLL	ADD PERSONS	TIPS AND MISCELLANEOUS
(a) 6/4/2020 6/8/2020	(b) C	(c) FROM IDT Lodging reimbursement for IDTs performed YYYYMMDD to YYYYMMDD	(d) TO Location (ex: Aurora, Colorado) Daily rate (ex: \$129 per night)		(e)	(f)	(g) TOTAL AMT	(h) HERE	(i) > \$516.00
		** If you stayed the night PRIOR to	<mark>ifferent rates, break</mark> 29, nights 3-4: \$139	)					
		that is reflected in the dates in	If you are charged ta rate separately.	axes, list that daily					
			Tax	es: \$7.82 per night					
		If you want split disbursement to your Gov charge card, make note of amount:							
		SPLIT DISBURSEMENT: \$400							
If additional	space	e is required continue on the back.	SUBTOTALS CARRIED	FORWARD FROM THE					
7. AMOUN	T CL/	AIMED (Total of columns (f), (g) and (i).)	\$516.00	TOTALS					\$516.00
8. This claim is necessary in included, the of the depart	appro the in appro tment	wed. Long distance telephone calls, if shown, a terest of the Government. ( <i>Note: If long distan</i> oving official must have been authorized in writir or agency to so certify (31 U.S.C. 680a).) DIGITAL	re certified as ce calls are ng, by the head <b>OR WET SIGNA</b>	10. I certify that this c and that payment	laim is true ar t or credit has <i>Sig</i>	nd correct to the not been receiv on Original Ori	e best of my kr red by me. hly	nowledge a	and belief
Sign Original Only					YOU SIGN HE	RE		DATE	
APPROVING OFFICIAL SIGN HERE	•	YOUR SUPERVISOR SIGNS HERE	DATE	11. a. PAYEE (Signature)	CASH	I PAYMENT RECI	EIPT	. DATE RE	CEIVED
9. This claim is	certif	ied correct and proper for payment.					c	. AMOUNT	

AUTHORIZED	Sign Original Only	DATE	
OFFICER SIGN HERE			12. PAYMENT MADE BY CHECK NUMBER
ACCOUNTING CLASSIFI	CATION		

S