



IDT Lodging Reimbursement Checklist

Member: _____

Date: _____

OF 1164 – Claim for lodging accrued at duty location during IDTs

Certified AF Form 40A**

Lodging receipts

Letter of Non-Availability, if applicable

Please verify that all required documents are filled out completely and signed. Attach this as the coversheet and send to HQ RIO IR Travel.

****If you are unable to obtain all three signatures on the AF40A, you may provide a PDF print of your UTAPS calendar in color in addition to AF40A.**

For more information go to <https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx>

Notes: