



# IDT Outside of Normal Commute Reimbursement Checklist

Member: \_\_\_\_\_

Date: \_\_\_\_\_

DD Form 1351-2 (signed by supervisor)

\_\_\_ DD Form 1351-3 (actual expenses)

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

\_\_\_ DD Form 1610

Certified AF Form 40A\*\*

Lodging receipts

Letter of Non-Availability, if applicable

\_\_\_ All receipts for expenses exceeding \$75

**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:**