IDT Lodging Reimbursement

A Quick Guide from HQ RIO

When performing IDTs, 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. You should use your government travel card for lodging expenses.

DURING YOUR STAY:

- Make sure to get a detailed receipt for your lodging. This should include 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.

- Keep in mind that 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, CLICK HERE. Some hotels will request orders, which you aren't on. In that case, you'll need to pay the tax.

DOCUMENTS NEEDED FOR REIMBURSEMENT:

- You will need the following documents to submit for reimbursement:

⇒ An OF1164 signed by you and your RegAF supervisor

⇒ A detailed receipt of your lodging charges

⇒ A printed "automated" 40A showing the IDTs you performed

⇒ A COLOR screen shot of your UTAPS calendar showing those IDTs as **BLACK** (paid)

> In place of these two things, you can submit a certified 40A, which is one with all three digital or wet signatures.
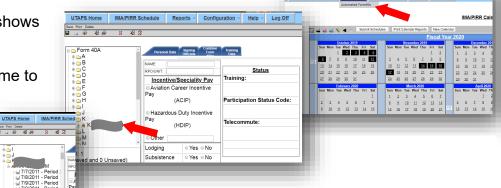
ONLY IF NECESSARY …		
• an MFR from your Det or RegAF CC for an extra night (more info on page 3)	• a non-availability statement from on-base lodging if you had to stay off-base	• an FMS 2231-Direct Deposit if it's your first time filing for IDT reimbursement as an IR

- 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

3. 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.

POC: HQ RIO -- Current as of 13 May 2020

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.

8. When you see all the periods (or have limited it to seven), select COMBINE/SAVE

9. The dates on the list will disappear. Your next step is to select PRINT INDIVIDUAL 40As. You may be asked to select an approving official. If that happens, go to the second tab and 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" is just the typed name of your supervisor

- Taking a screen shot of your UTAPS calendar: Make sure the IDTs for this reimbursement have been acted on by your supervisor and are **BLACK** (paid). The easiest way to do this is to have your calendar up on your computer and hit the PRINT SCREEN button on your keyboard (for Macs there is a command function that will allow you to do this). 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 will need to provide an MFR signed by your detachment or RegAF commander. A template can be found HERE. (*Note: The template is written for a Det CC signature. You can also write it for your RegAF CC to sign.)* This MFR is necessary for you to be reimbursed for lodging the night AFTER your last IDT period.
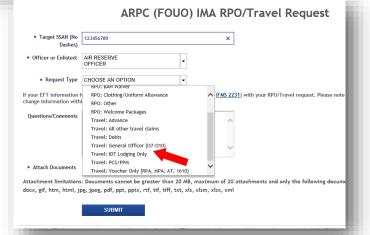
FILING FOR REIMBURSEMENT:

- Submission for travel reimbursement is done through myPers. MyPers is a secure system, so you can submit documents with PII. Here is a direct link to the correct submission form. 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 HQ RIO Website in the TRAVEL section.

- To find the correct submission link in myPers: Log in to myPers. On the left-hand side of the screen you will see a list of links. Select IMA MANAGEMENT.

- From that page select IR TRAVEL REQUESTS.

- Then select SUBMIT TRAVEL REQUESTS BY CLICKING HERE.

- Enter your SSN, AIR RESERVE, select OFFICER or ENLISTED, and then choose "Travel: IDT Lodging Only" from the drop down menu.

- Write a short note requesting reimbursement for IDT lodging. Then, using the BROWSE button, select and attach the necessary documentation for the technician to process your claim.

- Make note of what types of files you can upload.

- Don't hit SUBMIT until you've checked that all the documents needed are attached.

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.

- 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.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2. VOUCHER NUMBER
	3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form.

5. PAID BY

4. CLAIMANT

a. NAME *(Last, first, middle initial)*
Doe, Jane, R.

b. EMPLOYEE ID NUMBER
YOUR SSN

c. MAILING ADDRESS *(Include ZIP Code)*
123 Main Street
Your Town, ST 45678

d. OFFICE TELEPHONE NUMBER
A personal # is fine.
Best # to reach you

6. EXPENDITURES *(If fare or toll claimed in column (g) exceeds charge for one person, show in column (h) the number of additional persons which accompanied the claimant.)*

Show appropriate code in column (b):
A - Local Travel
B - Telephone or Telegraph
C - Other expenses *(itemized)*
D. Funeral Honors Detail
E. Specialty Care

MILEAGE RATE *(Enter Whole Numbers Only)* ¢

DATE YEAR (a)	CODE (b)	(c) FROM	(d) TO	NUMBER OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PERSONS (h)	TIPS AND MISCELLANEOUS (i)
6/4/2020 6/8/2020	C	IDT Lodging reimbursement for IDTs performed YYYYMMDD to YYYYMMDD	Location (ex: Aurora, Colorado) Daily rate (ex: $129 per night)				TOTAL AMT HERE ------->	$516.00
		** If you stayed the night PRIOR to your first IDT period, make sure that is reflected in the dates in column A.	If you are charged different rates, break it out: nights 1-2: $129, nights 3-4: $139					
			If you are charged taxes, list that daily rate separately.					
			Taxes: $7.82 per night					
		If you want split disbursement to your Gov charge card, make note of amount: SPLIT DISBURSEMENT: $400						
If additional space is required continue on the back.			SUBTOTALS CARRIED FORWARD FROM THE BACK					

7. AMOUNT CLAIMED *(Total of columns (f), (g) and (i).)* ▶ $516.00

TOTALS $516.00

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. *(Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)*

Sign Original Only

APPROVING OFFICIAL SIGN HERE ▶ YOUR SUPERVISOR SIGNS HERE   DATE

9. This claim is certified correct and proper for payment.
Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶   DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

CLAIMANT SIGN HERE ▶ YOU SIGN HERE   DATE

11. CASH PAYMENT RECEIPT

a. PAYEE *(Signature)*   b. DATE RECEIVED

c. AMOUNT $

12. PAYMENT MADE BY CHECK NUMBER

ACCOUNTING CLASSIFICATION

Make sure you use the correct form!!

POC: HQ RIO -- Current as of 13 May 2020

OPTIONAL FORM 1164 (REV. 11/2017)