



Training will begin soon ...

Thanks for joining HQ RIO for our first virtual training session!

The chat function you see is moderated; if you post there, you won't see it until the moderators answer and make it public. Please only use it for questions you want HQ RIO to answer.

You should hear music and see this slide. If you do, you're good to go!

Having technical difficulty? Here are a few things to check:

- Try accessing this from a personal computer or smart phone.
 - Is your sound turned up?
 - Do you have a strong wifi signal?

If you have problems, fear not! This session is being recorded and will be available at the same link you used to get here.

We will be referring to the IDT Lodging Reimbursement Quick Guide. You can find it on the HQ RIO website or in the RIO Connect app.

United States Air Force Reserve

Integrity - Service - Excellence

IDT Lodging Reimbursement



HQ RIO/IR Travel

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- Introductions
- ROEs
- Who files and when?
- While you're there
- What to file
- How to file
- What to expect



- **HQ RIO is at ARPC, Buckley AFB, Colo.**
- **The Talking Head – Lt Col Erin Karl**
- **The Team**
 - **Jose Ruiz – Chief, Travel Section**
 - **Supervisors, Auditors, Technicians**
 - **HQ RIO staff**

We will be referring to the IDT Lodging Reimbursement Quick Guide. You can find it on the HQ RIO website or in the RIO Connect app.



- **Microsoft Teams (CVR) Live Event**
 - **Video and Audio are one-direction only**
 - **Post questions in the chat**
 - **Wait to post until the area of interest is covered**
 - **Q&A is moderated**
 - **Replies may only be visible to the person who asked**
 - **Some will be posted for everyone to see**
 - **Stay in the training lane**
 - **Recording is available after training is over**
 - **At the same link used to attend**
 - **Q&A report pulled by HQ RIO after training**
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IDT Lodging – Who and When?

- **IMAs and PIRR who live more than 70 miles from IDT location**
- **Authorized reimbursement for the night PRIOR and nights during IDTs**
- **Before you go:**
 - **GTC is ready to use**
 - **Look up hotel tax policy for that state**
 - **Check to see if billeting is full**
 - **Need a room for the night AFTER your last IDT?**
 - **Paper 40A?**



- **Non-availability**
 - **Still need one, even though it's not orders-based travel**
 - **Problems getting one?**
 - **Receipt**
 - **Your name, name and location of lodging, daily rate, taxes charged**
 - **Tax forms?**
 - **Only if needed and hotel accepts**
 - **MFR for the last night?**
 - **Have it ready for supervisor to sign while you're there**
-



- **Proof you worked the IDTs**
 - **Certified 40A**
 - OR
 - **Color screen shot of UTAPS calendar AND automated 40A**
- **Proof you paid for lodging**
 - **Receipt**
- **OF1164 – voucher**
 - **Filled out and signed by you and your supervisor**

**Check the IDT Lodging Reimbursement Quick Guide
for examples!**



Proof you worked the IDTs

- **Certified 40A**
 - Three signatures – the “old way”
 - Digital or wet signatures from you and your supervisor

OR

- **Color screen shot of UTAPS calendar**
 - Wait for days to be **BLACK** (paid) - supervisor
 - Copy and Paste to a .jpg or .pdf
- **Automated 40A**
 - Printed from UTAPs
 - Follow steps on the **IDT Lodging Quick Guide**



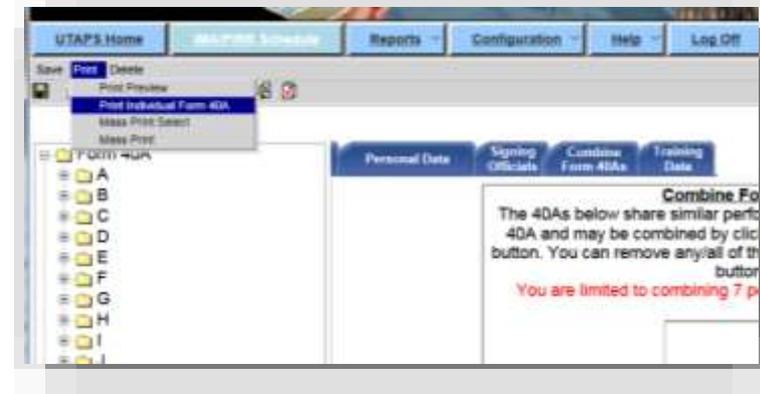
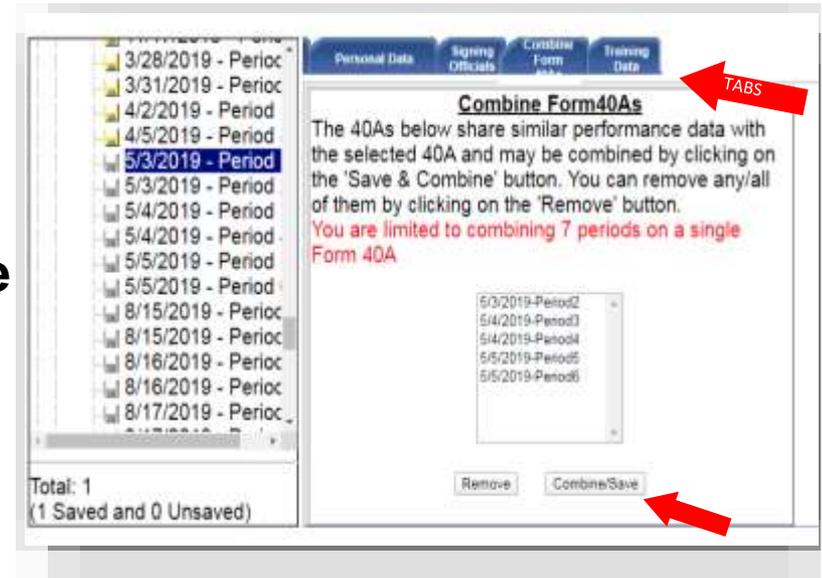
Automated 40A from UTAPS

- Go to REPORTS and select AUTOMATED FORM 40s
- You will see a screen that shows your name
- Click the + next to your name to expand the selection
- Scroll until you see the dates for the IDTs
- Select the FIRST IDT period for the reimbursement period

The screenshots illustrate the steps to generate an Automated Form 40A. The first screenshot shows the 'Reports' menu with 'Automated Services' highlighted. The second screenshot shows the user's profile page with a tree view on the left containing letters A through N, where a red arrow points to the '+' icon next to letter 'K'. The third screenshot shows a list of IDT periods for user 'K', with a red arrow pointing to the first entry, '7/7/2011 - Period'.



- Select the tab for **COMBINE FORM 40As**
- The system will identify other IDT periods that occur in the same time period. Repeat for more than 7 periods
- When you see all the periods (or have limited it to seven), select **COMBINE/SAVE**
- Select **PRINT INDIVIDUAL 40As**. You may be asked to select an approving official.
- You will be asked whether or not to mask your SSN — select **NO**





How to do a UTAPS screen shot

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- **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**
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OF1164

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2. VOUCHER NUMBER
		3. SCHEDULE NUMBER
<i>Read the Privacy Act Statement on the back of this form.</i>		5. PAID BY
C L A I M A N T	a. NAME (Last, first, middle initial) Doe, Jane, R.	b. EMPLOYEE ID NUMBER YOUR SSN
	c. MAILING ADDRESS (Includes 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.)

DATE YEAR	C O D E	Show appropriate code in column (b)		MILEAGE RATE (Enter Whole Numbers Only)	AMOUNT CLAIMED			
		A - Local Travel B - Telephone or Telegraph C - Other expenses (itemized)	D. Funeral Honors Detail E. Specialty Care		MILEAGE (f)	FARE OR TOLL (g)	ADD PERSONS (h)	TIPS AND MISCELLANEOUS (i)
(a)	(b)	(c) FROM	(d) TO	NUMBER OF MILES (e)				
6/4/2020	C	IDT Lodging reimbursement for IDTs performed YYYYMMDD to YYYYMMDD	Location (ex: Aurora, Colorado) Daily rate (ex: \$129 per night)					
6/8/2020						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					



You also might need ...

- **An MFR to cover a night of lodging after your last IDT**
 - **Link to template on page 2 of the Quick Guide**
 - **Signed by Det CC or RegAF supervisor**
- **A non-availability from base lodging**
 - **You will need to include this if you stayed off-base**
- **An FMS2231 – Direct Deposit Form**
 - **Only needed if this is your first time filing for IDT Reimbursement**
 - **Separate system that MilPay**



How to submit for reimbursement

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- **myPers – IMA MANAGEMENT**
 - **VERY IMPORTANT** to use the customized submission forms
 - **Don't just send a regular message – adds DAYS in processing time**
 - **Secure system – PII is fine**

The screenshot displays the myPers website interface. At the top, the myPers logo is visible. Below it, a navigation bar includes tabs for ACTIVE DUTY AF, AIR RESERVE (highlighted), AIR NATIONAL GUARD, and RETIREE. The main content area is divided into sections: MY ACCOUNT (with links for Incidents/Messages, My Documents, Notifications, Change Password, and My Profile), LEARN MORE ABOUT (with a list of topics including IMA Management, which is highlighted with a red arrow), and Alerts (2). A banner for ARPC Retirements is also present, along with a section titled I Would Like To... containing various service-related links.



- Select IR TRAVEL REQUESTS
- 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. Using the BROWSE button, attach the necessary documentation for the technician to process your claim
- Don’t hit SUBMIT until you’ve checked that all the documents needed are attached

The screenshots illustrate the steps for submitting an IR Travel Request. The first screenshot shows the 'IMA Management' page with a red arrow pointing to 'Add Reserve Pay/Travel/Office' in the 'Add Reserve Pay/Travel/Office' section. The second screenshot shows the 'IR Travel Requests' page with a red arrow pointing to the 'Travel Status' button. The third screenshot shows the 'ARPC (FOUO) IMA RPO/Travel Request' form with a red arrow pointing to 'Travel: IDT Lodging Only' in the 'Request Type' dropdown menu. The fourth screenshot shows the same form with a red arrow pointing to the 'Browse...' button in the 'Attach Documents' section.



- **Technicians are currently processing IDT Lodging Reimbursements within 2-3 business days**
 - **The HQ RIO website (travel) has up-to-date processing times**
 - **Technician will contact you for more info if needed via myPers**
 - **Fund will hit your account (or GTC) within roughly two weeks after processing**
 - **myPers ticket will be marked CLOSED when processing is complete**
 - **Have a question? Reply to the closed ticket to reopen**
-



- **Do not bundle your requests ... one ticket for each reimbursement**
- **Don't open multiple tickets for the same request**
- **Tickets are reviewed by a technician and an auditor before funds are dispersed**
- **Log into myPay and select TRAVEL VOUCHER
ADVICE OF PAYMENT (AOP) to breakdown/notes**



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Government Travel Card (GTC)

- Public Law 105-264 makes use of GTC **mandatory** for official travel:
 - Airline Tickets
 - Lodging
 - Rental Cars
 - Exception: Order indicates no GTC
 - GTC may be used for:
 - Meals
 - Incidentals (i.e. toothpaste, soap, laundry, etc.)
 - IDT travel costs (Hotel/Lodging only)
 - Exception: Reserve members assigned to “Critical Staffing Shortage” defined DAFSCs
-



How connected are you?

- **HQ RIO has a number of ways to contact IRs or provide updated guidance and information**
 - **myPers**
 - RIO Buzz – every two weeks
 - Other messages
 - Are you seeing these in your personal email?
 - **RIO Connect phone app**
 - Android and iPhone
 - Det-specific chat groups
 - Access to guidance
 - **Facebook**
 - www.facebook.com/HQRIO (follow, see first)
 - **HQ RIO website**
 - <https://www.arpc.afrc.af.mil/HQ-RIO/>



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Training Survey

- **Help us improve our comms**
- **Help us improve the training**
- **Help us choose future topics**

Google Survey

