

1 Oct 24
Version 1

Air Force Reserve Inactive Duty for Training Travel Reimbursement Guide - Fiscal Year (FY) 25

The purpose of this guide is to outline Fiscal Year (FY) 2025 program eligibility for Air Force Reserve (AFR) Airmen. This guidance applies to AFR Airmen and is intended to assist servicing Commander Support Staff (CSS), Military Personnel Flights (MPF), Force Support Squadron (FSS), and RIO Detachments in understanding the “Air Force Reserve Inactive Duty for Training (IDT) Travel Reimbursement” process.

IDT TRAVEL REIMBURSEMENT GUIDE

1. INTRODUCTION:

Per the Joint Travel Regulation (JTR), the Secretary of the Air Force may authorize reimbursement of IDT Travel Reimbursement for members of the Selected Reserve (SelRes) requiring them to commute 150 or more miles one way for duty at Permanent Duty Station (PDS) when assigned to a critically short Duty Air Force Specialty Codes (DAFSC), grade or manned unit. This also applies to units impacted by Base Realignment and Closure (BRAC) actions.

All AFR Airmen with a grade of E1-E7 are eligible for IDT Travel Reimbursement. Airmen in the grade of E8-E9 as well as officers will remain eligible by critical DAFSC (see pages 3-5). The following provisions apply:

- The period of program eligibility for FY25 starts 1 October 2024 and expires 30 September 2025.
- IDT Travel Reimbursement may be granted to eligible members who perform Unit Training Assemblies (UTAs), Readiness Management Periods (RMPs) and Additional Flying Training Periods (AFTPs), Additional Ground Training Periods (AGTP), Additional Training Periods (ATP), DAFMAN 36-2136, Ch 4.
- A reservist must possess the grade of E1-E7 or be assigned to an authorization (position number) with a DAFSC identified as eligible in this guide, to include wing of assignment if identified as by-location and meet all other JTR and AFR eligibility criteria. This includes members assigned to Geographically Separated Units (GSUs) assigned/attached to eligible wings identified in this guide.
- **The AFR IDT Travel Reimbursement program is subject to review and change based on AFR mission requirements, budget forecasts, and program execution.**

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

For eligibility questions, please have unit reserve members contact their Talent Management Consultant (TMC). For voucher or travel entitlement questions, reserve members should contact their Reserve Pay Office (RPO) and reference the *FY25 Inactive Duty for Training Travel Reimbursement (IDT-R) Standard Operating Procedure (SOP) – Procedure Alert Message (PAM) 25-01* guide for Defense Travel System instructions.

MPFs, TMCs, RIOs and RPOs may address questions and concerns to:

- HQ AFRC/A1Y HQAFCR.A1Y.WORKFLOW@US.AF.MIL
- HQ AFRC/FM HQAFCR.FMPQ.TRAVEL@US.AF.MIL

3. TARGET AUDIENCE:

Air Force Reserve (AFR) Airmen

4. REFERENCES/RELATED PROCESSES:

- Joint Travel Regulation (JTR), para. 032303 and 032304, (<https://www.travel.dod.mil/>)
- U.S.C. Title 37, Chapter 8, subchapter I 452 (b) (9) (<https://uscode.house.gov/>)
- DODI 5154.31, *Commercial Travel Management*
- AFMAN 36-2136, *Reserve Personnel Participation*
- FY25 Inactive Duty for Training Travel Reimbursement (IDT-R) SOP – PAM 25-01, (<https://usaf.dps.mil/sites/AFRC-FM/FMP/FMPQ/SitePages/Home.aspx>)
- Defense Travel System, (<https://dtsproweb.defensestravel.osd.mil/dts-app/pubsite/all/view/>)

5. FY25 IDT TRAVEL ELIGIBILITY LISTING

MAJCOM-WIDE ELIGIBLE

OFFICER (34)

11HX	14NX	32EX	44RX	45SX	48GX
11KX	16FX	38FX	44YX	45UX	48RX
11MXK	16PX	43EX	45AX	46FX	61CX
11SX	16RX	43HX	45EX	46NXG	61DX
12HX	17SX	44EX	45GX	46PX	
12MX	21RX	44MX	45NX	46SX	

ENLISTED (47)

All E1-E7 (by member current grade) are eligible for this program. The following critical skills list applies for members in the grade of E8-E9.

1A1X2	1N000	2T100	3E5X1	4A2X1	6F0X1
1A1X3	1T0X1	2T1X1	3E6X1	4B0X1	7S000
1A1X8	1U0X1	2T3X0	3E7X1	4E0X1	7S0X1
1A3X1	1Z1X1	2W0X1	3E800	4H0X1	8F000
1A9X1	2F000	3E000	3E8X1	4N0X1	9E000
1B4X1	2F0X1	3E0X0	3E9X1	5J000	9E200
1D700	2G0X1	3E2X0	3FXXX	5J0X1	9G100
1D7X1	2S0X1	3E4X0	3P0X1	5R0X1	

JOINT RESERVE INTELLIGENCE CENTER (JRIC)

Exception (IRs only): The following AFSCs are authorized to perform duty at any of the listed JRIC locations and are not restricted by unit of attachment.

14NX	1N1X1	1N4X2
1N0X0	1N292	1N7X1
1N0X1	1N3X1	8P1X0
1N092	1N4X1	9S0X0

JRIC Title	Service Host	JRIC Title	Service Host
Birmingham (AL)	ANG	Kelly (TX)	USAF
Buckley (CO)	USNR	Little Rock (AR)	USNR
Camp Murray (WA)	ARNG	Los Alamitos (CA)	ARNG
Camp Parks (CA)	USAR	Millington (MN)	USNR
Dekalb (MD)	USAR	Minneapolis (MN)	USNR
Detroit (MI)	USNR	New Orleans (LA)	USNR
Draper (UT)	ARNG	Norfolk (VA)	USNR
Fort Devens (MA)	USAR	Orlando (FL)	USAR
Fort Dix (NJ)	USAR	Phoenix (AZ)	USAR
Fort Gillem (GA)	USAR	Portland (OR)	ARNG
Fort Leavenworth (KS)	USAR	Quantico (VA)	USMC
Fort Sheridan (IL)	USAR	Rome (NY)	USAF
Fort Worth (TX)	USNR	San Diego (CA)	USNR
Jacksonville (FL)	USNR	Wright-Patterson (OH)	USAF
Jefferson Barracks (MO)	ARNG		

BY-LOCATION ELIGIBLE

OFFICER

46AX	4TH AIR FORCE / 0931_AIR REFUELING_WG / MC CONNELL
11MX	22ND AIR FORCE / 0302_AIRLIFT_WG / PETERSON
11MX	4TH AIR FORCE / 0439_AIRLIFT_WG / WESTOVER
11MX	4TH AIR FORCE / 0459_AIR REFUELING_WG / JB ANDREWS
11MX	4TH AIR FORCE / 0916_AIR REFUELING_WG / SEYMOUR JOHNSON
11MX	4TH AIR FORCE / 0940_AIR REFUELING_WG / BEALE
11MX	4TH AIR FORCE / 0914_AIR REFUELING_WG / NIAGARA FALLS INT
11MX	4TH AIR FORCE / 0931_AIR REFUELING_WG / MC CONNELL
11MX	22ND AIR FORCE / 0403_WING_WG / KEESLER
11MX	4TH AIR FORCE / 0434_AIR REFUELING_WG / GRISSOM
11MX	4TH AIR FORCE / 0927_AIR REFUELING_WG / MACDILL
11MX	4TH AIR FORCE / 0452_AIR MOBILITY_WG / MARCH
21AX	4TH AIR FORCE / 0916_AIR REFUELING_WG / SEYMOUR JOHNSON
21AX	4TH AIR FORCE / 0512_AIRLIFT_WG / DOVER
21AX	10TH AIR FORCE / 0307_BOMB_WG / BARKSDALE
21AX	4TH AIR FORCE / 0940_AIR REFUELING_WG / BEALE
21AX	4TH AIR FORCE / 0349_AIR MOBILITY_WG / TRAVIS
21AX	10TH AIR FORCE / 0477_FIGHTER_GP / JB ELMENDORF-RICH
21AX	4TH AIR FORCE / 0914_AIR REFUELING_WG / NIAGARA FALLS INT
86M0	RIO DET 6 / TYNDALL
16GX	HQ AFRC / 0000_HQ AF RESERVE_CM / ROBINS
46NX	4TH AIR FORCE / 0446_AIRLIFT_WG / JBLM MCCHORD
19ZX	10TH AIR FORCE / 0920_RESCUE_WG / PATRICK

ENLISTED

The following by-location critical skills list applies for members in the grade of E8-E9.

2A6X2	10TH AIR FORCE / 0307_BOMB_WG / BARKSDALE
2A7X0	10TH AIR FORCE / 0307_BOMB_WG / BARKSDALE
2A3X0	10TH AIR FORCE / 0944_FIGHTER_WG / LUKE
4N0X1	4TH AIR FORCE / 0927_AIR REFUELING_WG / MACDILL
2W1X1	10TH AIR FORCE / 0477_FIGHTER_GP / JB ELMENDORF-RICH
3F1X1	4TH AIR FORCE / 0927_AIR REFUELING_WG / MACDILL
2A5X0	4TH AIR FORCE / 0931_AIR REFUELING_WG / MC CONNELL
2A5X0	4TH AIR FORCE / 0349_AIR MOBILITY_WG / TRAVIS
2A5X0	22ND AIR FORCE / 0934_AIRLIFT_WG / MINNEAPOLIS ST PA
3F0X1	4TH AIR FORCE / 0445_AIRLIFT_WG / WRIGHT PATTERSON
2A6X0	4TH AIR FORCE / 0349_AIR MOBILITY_WG / TRAVIS
2S000	22ND AIR FORCE / 0910_AIRLIFT_WG / YOUNGSTOWN WARREN
8I000	HQ AFRC / 0000_HQ AF RESERVE_CM / ROBINS

6. TRAVEL REIMBURSEMENT INFORMATION

- To avoid over obligating unit RPA funds, members should not create travel authorizations in DTS beyond the current fiscal year quarter. If the member does not travel, the obligated funds for the travel authorization created will not be executed, eliminating the ability for these funds to be used for other unit/wing programs. It is the unit's responsibility to monitor authorization and voucher processing for program accountability.
- IDT Travel Reimbursement is limited to 12 round trips per FY and reimbursement payments will not exceed \$500 per round trip.
- Mileage reimbursement will be paid according to the "Other Mileage" rate identified by the Defense Travel Management Office.
- Other eligible non-mileage reimbursements include; tolls (highway, bridge and tunnel), parking fees, rental car (travel days only), overnight lodging as required (travel days only), actual cost of meals including tips and taxes but excluding alcoholic beverages, up to the maximum locality meal rate (travel days only), and lodging taxes as applicable.
- Receipts are required for reimbursement of meals, overnight lodging costs to/from IDT, and non-mileage transportation costs (i.e. airport parking). Per Joint Travel Regulation (JTR), receipts are not required for highway/road tolls as long as none of the individual claimed tolls exceeds \$75 without a receipt.

MILEAGE RATES

Mileage rates may change each year.

Current mileage rates are available at: <https://www.defensetravel.dod.mil/site/otherratesMile.cfm>

TDY Travel			PCS Travel		Other Rates		
Effective Date	Car	Motorcycle	Airplane	Effective Date	MALT	Effective Date	Other
1-Jan-24	\$0.67	\$0.65	\$1.76	1-Jan-24	\$0.21	1-Jan-24	\$0.21
1-Jan-23	\$0.655	\$0.635	\$1.74	1-Jan-23	\$0.22	1-Jan-23	\$0.22
1-Jul-22	\$0.625	\$0.605	\$1.81	1-Jul-22	\$0.22	1-Jul-22	\$0.22
1-Jan-22	\$0.585	\$0.565	\$1.515	1-Jan-22	\$0.18	1-Jan-22	\$0.18
1-Jan-21	\$0.56	\$0.54	\$1.26	1-Jan-21	\$0.16	1-Jan-21	\$0.16

Reference the “Other Mileage Rate” to verify the mileage rate for IDT travel by personal vehicle.

7. DEFENSE TRAVEL SYSTEM (DTS) INSTRUCTIONS

- a. On 1 October 2023, IDT Travel Reimbursement must be authorized and processed through DTS.
- b. Reference the FY25 Inactive Duty for Training Travel Reimbursement (IDT-R) Standard Operating Procedure – PAM 25-01 for Defense Travel System (DTS) authorization and voucher processing instructions, (<https://usaf.dps.mil/sites/AFRC-FM/FMP/FMPQ/SitePages/Home.aspx>).

8. FREQUENTLY ASKED QUESTIONS

Q1: Who approved the IDT Travel Reimbursement program?

A1: It was approved by Congress as part of the FY08 NDAA, specifically Public Law 110-181.

Q2: What is the reference which supports travel reimbursement for IDT outside normal commute?

A2: JTR, paragraph 032304 and section 452 (b) (9) of Title 37 United States Code (U.S.C.) Effective date of this entitlement for Air Force Reserve personnel is 14 Aug 08.

Q3: Who is included in SelRes?

A3: A member of the Selected Reserve who is an actively serving Airmen and is currently assigned to an Air Force Reserve, Air National Guard, or active duty unit (Traditional Reservists, ARTs, IMAs, MAs and AGR members).

Q4: Who is eligible for this reimbursement?

A4: All E1-E7 (by member current grade) are eligible for this program. Airmen in the grade of E8-E9 as well as officers by critical DAFSC. This includes members assigned to GSUs assigned/attached to eligible wings identified in this guide.

Q5: Does IDT travel reimbursement eligibility apply to points only IDTs?

A5: Yes, if the member is eligible for IDT travel reimbursement and they travel to the IDT location, they would be authorized reimbursement for their travel even if they are receiving a points only IDT.

No, if the member elects to receive benefits in lieu of pay and allowances via DAF Form 1962 they are not eligible for IDT travel reimbursement.

Q6: If an eligible member is on long-term orders and travels to IDT, is the member authorized IDT travel reimbursement?

A6: No, as they are not in IDT status. AFMAN 36-2136 para 4.3 states: Reservists assigned to the Selected Reserve and in an Active Duty for Operational Support status are considered constructively present for scheduled training, regardless whether they are physically present or not.

Q7: Does IDT travel reimbursement eligibility apply to Developmental & Training Flight (D&TF) and/or 1-skill level members?

A7: Yes, all E1-E7 (by member current grade) are eligible for this program, regardless of skill level; however, please note these members often do not have a Government Travel Card (GTC).

Q8: If a prefix or shred is listed, does that mean the core DAFSC still qualifies?

A8: No, the core five-digit DAFSC (example: 3P0X1 or 4N0X1) would not qualify. The Career Field Manager/MAJCOM Functional Manager (CFM/MFM) has identified a specific skill set within the AFSC to incentivize (example X4N0X1).

Q9: If only the DAFSC is listed, does that mean the prefix or shred would still qualify?

A9: Yes, if it's only listed as the DAFSC in the guide, then the prefix and shred would qualify as well. *As stated in question 8, if only the prefix or shred are listed in the guide, then the DAFSC alone would not qualify. (example X4N0X1).*

Q10: Are local commute policy letters required from installation commanders?

A10: No, mileage for IDT travel reimbursement eligibility is determined by Defense Table of Official Distance (DTOD). Members must live outside 150+ miles from their home station according to DTOD and meet all other program eligibility criteria in order to receive IDT travel reimbursement.

Q11: Are members authorized reimbursement for a rental car?

A11: Yes, per JTR, rental car costs may be reimbursed for days used to travel to and from IDT. However, reimbursement is not authorized for in-place IDT days. For instance, a member can rent a car and drive to IDT on a Friday, perform UTA on Saturday- Sunday and then drive home Sunday. In this case, the member could be reimbursed for the cost of the rental car on Friday and Sunday but not Saturday.

Q12: If a member is promoted from E7 to E8, are they eligible?

A12: Members maintain eligibility if their DAFSC in the new grade is on the critical skills eligibility list in section 5 of this guide. If the DAFSC as an E8 is not listed, they are no longer eligible.

Q13: If an E8 is eligible based on their DAFSC list in section 5 of this guide, and then they are promoted to E9 and their new DAFSC is not listed; do they maintain eligibility?

A13: If a member is promoted into a new DAFSC that is not listed on the critical skills eligibility list, then they are not eligible for IDT travel reimbursement per this guide. For example, member is E8 in DAFSC

4N091, then promotes to E9 into DAFSC 4N000, the member is no longer eligible for the IDT travel reimbursement program.

9. PROGRAM HISTORY

Date	Event
14 Aug 08	Air Force Reserve Command Inactive Duty Training Outside Normal Commute Distance program established.
1 Jan 19	Eligibility increased from \$300 to \$500 per round trip. Members are authorized reimbursement for up to 12 round trips per calendar year. This is an annual limitation only. Reimbursement is authorized for multiple round trips in a given month.
1 Jan 20	Individual Reservist with designated DAFSCs are eligible to receive IDT Travel Reimbursement for duty performed at identified JRIC locations.
1 Oct 20	IDT Travel Reimbursement program will be administered as a FY program (1 Oct – 30 Sep) rather than a CY program (1 Jan -31 Dec).
8 Jan 21	Removed highway toll receipt requirement for vouchers when the individual toll charges are less than \$75. Rental cars authorized on IDT travel days. Changes made IAW Nov 20 HQ AFRC CPI event results.
9 Apr 21	AFRC/CC approved ETP to authorize reimbursement for "Other than Home Station" CONUS travel for 51J DAFSC (reserve judges) whenever DAFSC is approved for the FY IDT travel reimbursement program.
8 Jun 23	AFRC/CD approved program eligibility expansion by grade to AFR E1-E7 through FY24
1 Oct 23	IDT Travel Reimbursement must be authorized and processed through DTS
1 Oct 23	3E6X1 added to MAJCOM-WIDE listing due to forecasted UMD change
31 Oct 23	"1A" AFSC conversion – DAFSCs 1A1X2, 1A1X3, and 1A1X8 added to MAJCOM-WIDE listing