



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS IR READINESS & INTEGRATION ORGANIZATION

DD Month YYYY

MEMORANDUM FOR HQ IR RIO/IMA TRAVEL

FROM: (active component supervisor)
Street Address
City, State, Zip Code

SUBJECT: IDT Lodging Reimbursement Request – *Rank Last Name, First Name (mbr info)*

1. Request one additional night of lodging be authorized for reimbursement due to ...*(explain situation to include mission requirement that requires an additional night of lodging.)*
2. Based on the above information, I approve/disapprove the reimbursement for the additional night of lodging on *date*. I approve/disapprove for the following reason...*(explain reason to include not in status, no prior coordination.)*
3. If you have any additional questions, please contact *Supervisor Rank and Name* at DSN XXX-XXX or *email@us.af.mil*.

SUPERVISOR SIGNATURE BLOCK
Duty Title

1st Ind to HQ IR RIO/Det # (or active component commander)

MEMORANDUM FOR HQ IR RIO/IMA TRAVEL

I Concur / Non-Concur with the IDT lodging reimbursement request for *Rank First Name Last Name (mbr info)*.

XXXXXX X. XXXX, Colonel, USAF
Commander