



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND



MEMORANDUM FOR UNITS FM/FMA  
NAFs/FM  
HQ USAF/RECB

FROM: HQ AFRC/FMFQ  
555 Robins Parkway  
Robins AFB GA 31098-2005

SUBJECT: AF Form 938, Annual Tour (AT) Meal Statements (PAM 24-04)  
Supersedes PIM 15-015

References: Joint Travel Regulation (JTR) and AFI65-114, Travel-Policy and Procedures  
for Financial Services Office and Finance Offices-Reserve Component

1. When a Reservist is performing AT, the training location is the “Permanent Duty Station” (PDS). There is no authority to pay per diem to a member on AT when government quarters and dining facility/mess are available (Ref: JTR 032302, para 3).
  - a. Per Defense Office of Hearings and Appeals (DOHA) Case No. 04042602 (2004), “the Comptroller General found that Congress did not intend Reservists on annual training to receive per diem when government lodging and mess are available. See 48 Comp. Gen. 517, 521-522 (1969).”
  - b. Based on case law, we concluded there is also no authority to pay per diem to a member for a missed meal. AF Form 2282 is not allowed for a member on AT when Government Quarters and Meals are available.
2. Orders clerks must verify Government Quarters and Meal availability for the training location using the information provided in AFMAN 34-102, Directory of Government Quarters and Dining Facilities. Use the following web sites to verify if Government Quarters and Meals are available:

CONUS locations: <https://media.defense.gov/2022/Aug/29/2003066445/-1/-1/0/DIRECTORY%20OF%20GOVERNMENT%20QUARTERS%20AND%20DINING%20FACILITIES%20AFMAN34-102-C.PDF.PDF>

OCONUS locations: <https://media.defense.gov/2022/Aug/29/2003066444/-1/-1/0/afman34-102-oc.PDF>

3. The appropriate meal statement must be selected from the drop-down menu in AROWS-R. If meals are available, do not add statements to the annual tour order such as “meals not directed” or “meals not available due to mission requirements”. These statements do not generate a per diem entitlement (verified through AFAFO and AF/A1P). In the per diem section of DTS select the appropriate training type and quarters and meals available, if applicable.  
NOTE: If members performing annual tour received per diem when meals were available, this should be deemed an overpayment and an adjustment should be made to the voucher and a debt established.
4. Refer to AFI 34-239, Attachment 9, for applicable meal rate a Permanent Party member should pay for meals while on AT.
5. POC AFRC/FMFQ [hqafrc.fmpq.travel@us.af.mil](mailto:hqafrc.fmpq.travel@us.af.mil).

Isidro Renteria-Silva  
Chief, Operations Support Division