



**DEPARTMENT OF THE AIR FORCE**  
**HQ READINESS AND INTEGRATION ORGANIZATION (RIO)**

1 May 2025

MEMORANDUM FOR INDIVIDUAL RESERVISTS

FROM: HQ RIO/CC

SUBJECT: Process for Submitting Authorizations and Vouchers in Defense Travel System (DTS) - HQ RIO/CC, GM 25-05

1. Effective immediately, HQ RIO is implementing a revised process for submitting authorizations and filing vouchers in the Defense Travel System (DTS). This policy aims to mitigate processing backlogs and maintain timely processing timelines in light of reduced manning within the HQ RIO Travel Reimbursement Office (TRO). This policy change allows for complete and accurate authorizations and vouchers submitted through DTS to be reviewed and processed promptly.
2. To ensure efficient processing, TRO technicians will prioritize complete and accurate submissions. Authorizations and vouchers identified with any of the “BIG SIX” common errors will be returned to the traveler for correction without further review.
3. A comprehensive list of these errors and resources for proper submission procedures are available on the RIO Portal [HERE](#). Travelers are strongly encouraged to thoroughly review their authorizations and vouchers against these resources to mitigate errors prior to submission.
4. Upon identifying any of the listed “BIG SIX” errors, TRO technicians will return the authorization or voucher in DTS to the traveler. The return notification will direct the traveler to the RIO Portal resources and/or Customer Service Hours for further assistance.
5. Authorizations and vouchers not containing “BIG SIX” errors will undergo a comprehensive review by TRO technicians. If discrepancies are discovered during the review, the authorization or voucher will be returned to the traveler with a complete and detailed list of errors for the member to correct.
6. Please direct all questions to HQ RIO at (720) 847-3696/DSN 847-3696 or email [arpc.det1.rio@us.af.mil](mailto:arpc.det1.rio@us.af.mil).
7. This guidance memorandum supersedes any previous guidance on this subject.

NATHAN T. DAY, Colonel, USAF  
Commander