

IDT Travel Reimbursement

A Quick Guide from HQ RIO

How to file for IDT Outside Normal Commuting Distance Travel Reimbursement

IMAs who are at the rank of E-7 and below and those who are on the [Critical AFSC IDT Travel Listing](#) are entitled to reimbursement of travel expenses for getting to and from their unit of assignment. This reimbursement is limited to \$750 per round trip, up to 12 times per fiscal year (FY), and is for actual expenses incurred.

Generate Authorization

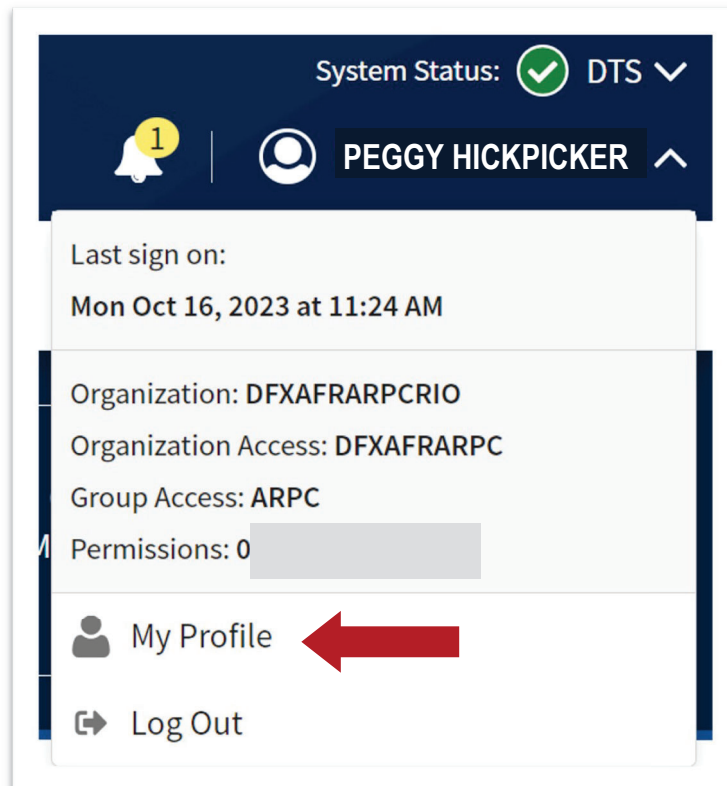
Step 1: Go to DTS Website (<https://www.defensetravel.osd.mil>) and **log in**.

Step 2: Click **your name** in the top right:

2a. Verify you are under RIO Det & not your RegAF or previous TR unit

*Contact your Det **DTS ODTA** to update, if necessary

2b. Click **My Profile**. Verify your email (**add personal email**), address, banking & GTC info here and in the profile tab of any open travel documents (See step 8).



Step 3: Click **Create New Document** to create your own authorization and select **Routine TDY Trip**.

Step 4: The TDY location should be entered to match the location on the 40As.

4a: Purpose: *Training*

4b: Description: *IDT TRAVEL OUTSIDE NORMAL COMMUTING DISTANCE*

**if traveling by POV,
choose **OTHER** for
Traveling By option*

Itinerary

Create Itinerary

YOUR TDY LOCATION(S)

Arriving

Departing

TDY Location

Traveling By

Time of Day

Rental Car?

10/30/2023

11/04/2023

HILL AFB, UT

Air

Morning

No

TRIP OVERVIEW

Leaving On

Returning On

10/30/2023

11/04/2023

Leaving From

Returning To

☒ My Residence

☐ My Duty Station

☐ City or Zip

☒ My Residence

☐ My Duty Station

☐ City or Zip

Trip Duration

Multi-Day

Returning By

Air

Time of Day

Morning

YOUR TRIP DETAILS

Type

Temporary Duty Travel (Routine)

Purpose

Training

Description (optional)

IDT TRAVEL OUTSIDE NORMAL COMMUTING DISTANCE

1856 characters remaining

Conference/Event Name

☒ Not attending a conference

☐ Nothing selected

Cancel

Continue >

Reservations

Step 5: Book your travel in DTS by clicking **Reservations** & then **Add to Trip**. Choose the method of travel that is applicable & authorized, contact DET AO for further guidance. **When booking airfare in DTS, make sure you choose the **GSA Contract Rate**. Any amount above that may not be fully reimbursed.*

The screenshot shows the 'Review Reservation Selections' page in the Defense Travel System. On the left, a sidebar contains 'Trip Authorization Info' with details for Doc Name: ESHILLAFBUT102323_A01 and Traveler: PEGGY HICKPICKER, and a 'Reservations' section showing 'Lodging (HILL AFB, UT)'. The main area displays 'Trip Details: ESHILLAFBUT102323_A01' with 'Trip Type: Temporary Duty Travel (Routine)', 'Trip Description: IDT TRAVEL OUTSIDE NORMAL COMMUTING DISTANCE', 'Dates: 10/23/2023 - 10/27/2023', and 'DTS/TMC Confirmation ID:'. On the right, there are buttons to 'Add new flight', 'Add new rental car', 'Add new lodging', and 'Add new rail', along with a prominent 'Add to Trip' button at the bottom.

*You may also purchase your airfare outside of DTS, however keep in mind that non-gov't airfare may not be refundable, should you need to cancel.

Expenses & Per Diem

Step 6: Click Next or **Expenses**. In this section **upload your automated 40As** as travel orders. Add any airfare or mileage expenses you expect to incur up to the \$750 limit. Mileage from home to duty location will need to be claimed as *Private Vehicle—GOV Auth & Avail* to be reimbursed at the “Other” rate.

The screenshot shows the 'Add New' modal in the Defense Travel System. The modal has a search bar with 'ord' entered and a list of 'Travel Orders'. Below the list, it says 'Select an expense or document from the list to get started.' and features a calculator icon. In the background, the main interface shows the 'Defense Travel System' header, navigation tabs for 'Home', 'Trips', and 'Travel Tools', and a summary card displaying a total of '\$1,320.00' with an 'Add' button.

Step 7: Adjust per diem to zero out all days. IDT Travel is reimbursed based on actual expenses and daily per diem is not authorized. On the **per diem** tab, click the 3 dots to edit. Adjust the date range to encompass all days of IDTs. Scroll down to **Duty Conditions** and select **Inactive Duty Training (Local)**. Change **lodging** to **\$0** and click **Save Adjustments**. Your per diem will update to show \$0. *IDT Lodging will be claimed in a separate DTS local voucher. Use the IDT Lodging Quick Guide found [HERE](#).*

TDY: HILL AFB, UT (5 days)

> 10/23/2023	First Day	\$96.30	\$96.30	\$44.25	⋮
> 10/24/2023 - 10/26/2023		\$96.30	\$96.30	\$59.00	⋮
> 10/27/2023	Last Day	\$0.00	\$0.00	\$44.25	⋮

Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range

10/23/2023 - 10/27/2023

Duty Conditions

Duty conditions affect your lodging and M&IE per diem entitlements.

☐ Field Conditions

☐ Quarters Available

☐ Adverse Effects (Commercial Qtrs)

☐ Group Travel

☒ Inactive Duty Training (Local)

☐ Potential Unit Messing

☐ Aboard a U.S. Vessel

☐ Hospital Stay

LODGING COST (Locality rate: \$107.00)

M&IE COST (Locality rate: \$59.00)

\$ 0

Currency Converter

\$44.25

Currency Converter

Cancel

Save Adjustments

TDY: HILL AFB, UT (5 days)

DATE		LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 10/23/2023	First Day Code: INDY	\$0.00	\$0.00	\$0.00
> 10/24/2023 - 10/26/2023	Code: INDY	\$0.00	\$0.00	\$0.00
> 10/27/2023	Last Day Code: INDY	\$0.00	\$0.00	\$0.00

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$0.00	\$0.00	\$0.00

< Back

Continue >

Click Continue.

Step 8: On the **Accounting** page, click the **Add LOA** button and use the **Search bar** to find **25 IDT TRAV ENL** (for enlisted) or **25 IDT TRAV OFF** (for officer)

Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

No Lines of Accounting (LOA) have been added.

Search

From DFAXFRARPCRIO

Shared LOA

Cross Org LOA

+ Add LOA

ACCOUNTING SUMMARY

Step 9: Click through & stop at **Review Profile**. Here you will find another section to confirm your bank account, GTC & billing information. This may differ from the main profile, so click **Open Profile** & review again to be sure.

Review Profile

You can make changes to your profile for this document or save them permanently.

Profile

PEGGY HICKPICKER
123 N MAIN ST
APT 214
AURORA, CO

Permanent Duty Station
18420 E. SILVER CREEK AVE
BLDG 390 STOP 68
BUCKLEY SFB, CO

Email
peggy.hickpicker@us.af.mil

GTCC
Card ending in 5848

Exp. Date
04/24

Checking Account
Account ending in 5848

Open Profile

< Back

Continue >

Step 10: Pre-audit: Avail DOD Ldg not used / Avail Preferred Ldg not used / Lodging not used

10a: Reason Codes: L4 - Personal choice/limited reimbursement

10b: Justification to Approving Official: IDT LODGING REIMBURSED SEPARATELY

**Constructed Travel Worksheet is not required. Any pre-audit flags for that reason can have the justification of: NOT REQUIRED*

4 PRE AUDITS

AVAIL DOD LDG NOT USED

HILL AFB,UT: Available Government DoD lodging was not used for 10/23/2023 to 10/27/2023.

Reason Codes *

+ Add Reason Code

L4 - Personal choice/limited reimbursement

Remove

Justification to Approving Official *

IDT LODGING REIMBURSED SEPARATELY

33/1967

Cancel

Save

Sign & Submit

Step 11: Check the box to “**sign**” the authorization and change the routing list to **DFXAFRARPCRIOIDT**.

Click **Submit**.

The OWC will approve your authorization.

(Pending)

SIGNED

DOCUMENT STATUS *

☒ I agree to SIGN this document

ROUTING LIST *

DFXAFRARPCRIOIDT

Additional Comments

+ Add Comments

NAME

TODAY'S DATE

PEGGY HICKPICKER

10/16/2023

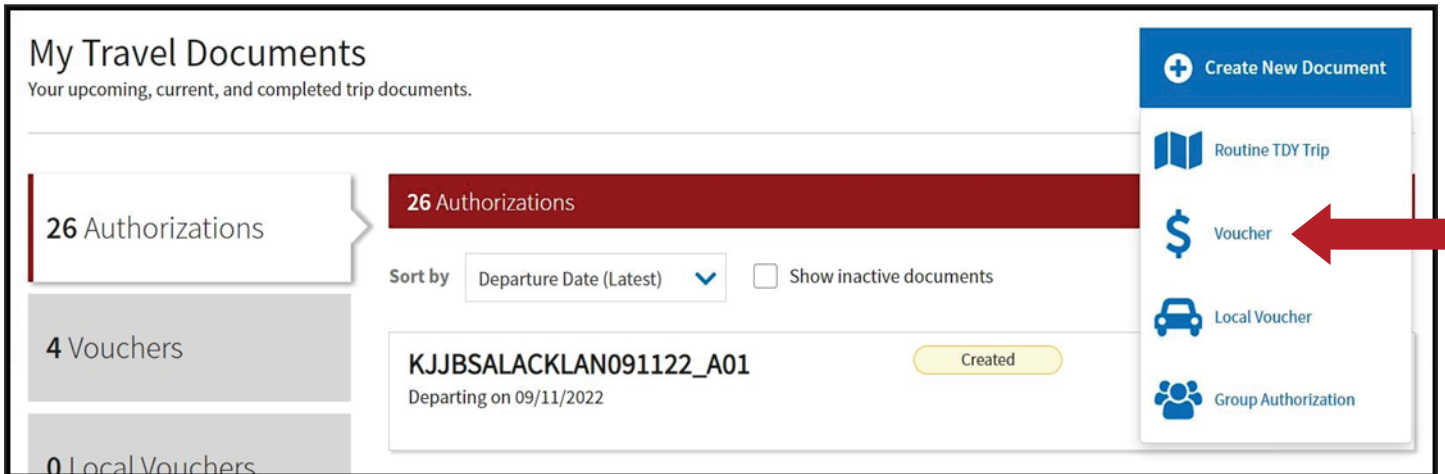
By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

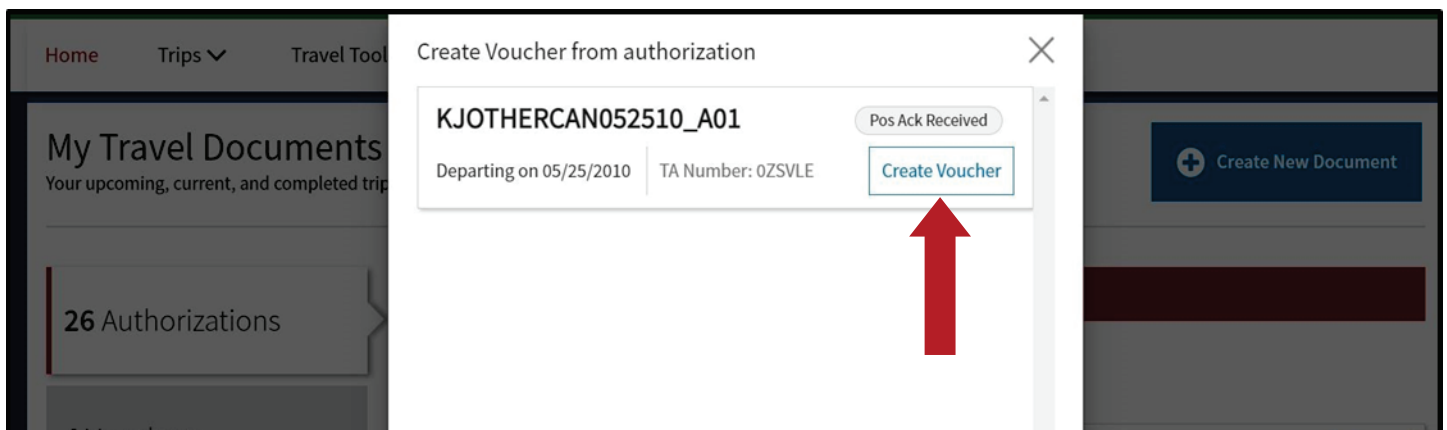
Completing the Voucher

Step 1: You must have an approved authorization to file a voucher. Login to DTS: <https://www.defensetravel.osd.mil> & click **Create New Document** and then **Voucher**.



The screenshot shows the 'My Travel Documents' interface. On the left, there are summary cards for '26 Authorizations', '4 Vouchers', and '0 Local Vouchers'. The main area displays a list of documents, with the first one being 'KJJBALACKLAN091122_A01' with a 'Created' status. A dropdown menu is open on the right, showing options: 'Routine TDY Trip', 'Voucher' (highlighted with a red arrow), 'Local Voucher', and 'Group Authorization'. The 'Create New Document' button is at the top of the dropdown.

Step 2: Identify the correct trip and click **Create Voucher**.



The screenshot shows a modal window titled 'Create Voucher from authorization'. It displays the authorization ID 'KJOTHERCAN052510_A01', the status 'Pos Ack Received', the departure date 'Departing on 05/25/2010', and the TA Number '0ZSVLE'. A red arrow points to the 'Create Voucher' button. The background shows a dimmed view of the 'My Travel Documents' page.

Step 3: Click **Expenses** & add incurred expenses up to the \$750 limit.

Click **Add** & attach receipts for every expense.

3a. If you flew and booked your lodging through the TMC, you will need to separate your **TMC Service Fee** from your airline ticket & claim them separately. If total airfare + TMC fee exceeds \$750, decrease airfare expense and/or remove TMC fee until total reimbursement is \$750.

3b. If airfare + TMC fee is less than \$750, you may continue adding expenses

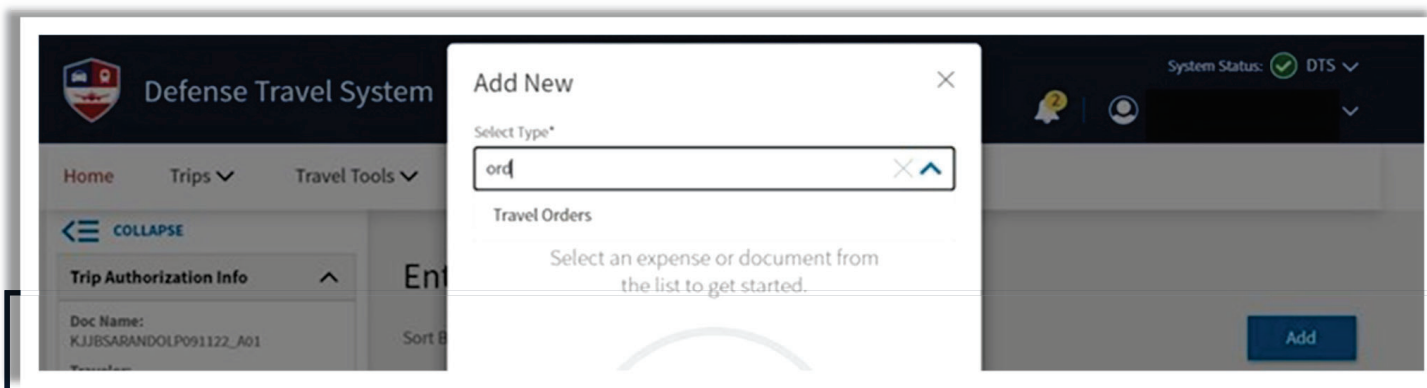
(mileage to/from the airport, taxis, etc.) until total claim is less than or equal to \$750.

3c. If you drove to the airport and utilized the airport parking, ensure the total of terminal mileage + parking for first and last day is less than the cost of two taxis. Use taxifarefinder.com to check the local taxi rates in your area. You can also get quotes from local taxi companies or provide screenshots of Lyft/Uber if costs in your area are higher than normal.

3d. Receipts are required for every expense except mileage and tolls.

3e. Review all expenses and ensure total claim is not more than \$750.

Click Continue.



Per Diem

Step 4: When you are finished adding expenses, proceed to the **Per Diem** tab.

4a. Ensure per diem is \$0 for all days. If authorization was approved with per diem or lodging amounts, please **go to page 4 and follow the steps** to decrease per diem.

4b. When per diem tab shows total as \$0, click Continue to move to next screen.

Step 5: Double check your information in the Profile section to make sure it is correct.

Step 6: If you receive additional **Pre-Audit** flags on the **Other Auths & Pre-Audits** page, **go to page 6 and follow the steps** for justification. Once all flags are complete, click **Next**.

Step 7: On the **Sign & Submit** page, provide any extra contact information (phone number and/or personal email) in the Additional Comments section. This is in case there is a question, the AO or Reviewer can reach out. Lastly, click **Submit**.

Congratulations!

You've submitted your voucher, but you're not done yet.

You will need to monitor the email associated with your DTS profile in case it is returned for errors. You can also login to **DTS** and click **Vouchers**. Common

stamps are **Created**, **Signed**, **Reviewed**, **Returned**, and **Approved**.

Your voucher goes through one level for approval. The DTS Approval is completed by the Travel Reimbursement Office (TRO).

If you require further assistance, direct DTS questions to your Det **Organization Defense Travel Administrator (ODTA)**.

[Det Contact List](#)

[DTS Home Page: Live Chat M-F 8am-6pm ET](#)

[DTMO: Per Diem, constructed travel for trip costs, FAQs](#)

(Pending)
SIGNED

DOCUMENT STATUS *

☒ I agree to SIGN this document

ROUTING LIST *

DFXAFRRARPCRIODT

Additional Comments [+ Add Comments](#)

NAME TODAY'S DATE

PEGGY HICKPICKER 10/16/2023

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document