

AT In Conjunction With IDT Lodging

A Quick Guide from HQ RIO

How to submit a DTS Authorization & Voucher for AT in conjunction with IDT Lodging combined

This guide is specific to Annual Training (AT) orders performed in conjunction with Inactive Duty Training (IDT). It will show you how to make travel arrangements and claim expenses including lodging **for the entire AT & IDT duty period** in one single DTS voucher.

****Beginning FY26, IMA travelers no longer need to create a separate IDT lodging local voucher when performing AT or IDT travel. Please READ this guide in its entirety to understand how to book IDT lodging in DTS and request reimbursement.****

All other travel such as RPA, MPA, IDT Travel, AT not in conjunction with IDT, and Exercise CED orders are processed following other HQ RIO Quick Guides instructions: <https://www.hqrio.afrc.af.mil/Quick-Guides/>

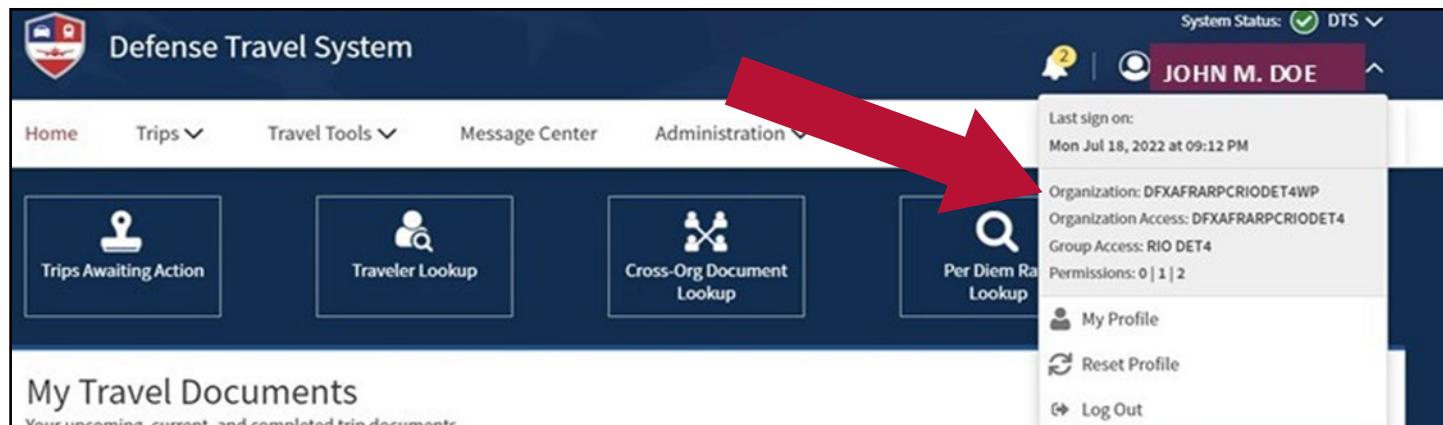
Step 1: Go to the DTS Website (<https://www.defensetravel.osd.mil>) and **log in**.

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

2a. Verify you are assigned to your RIO Detachment, not your RegAF or previous unit. Refer to the [DTMO Information Paper Managing Multiple DTS Profiles](#) for instructions on how to switch DTS profile when you have more than one.

**Contact your DTS ODTA to be assigned to HQ RIO, if necessary*

2b. Click **My Profile**. Verify your email (**add personal email**), address, banking



The screenshot shows the Defense Travel System (DTS) homepage. At the top, there is a navigation bar with links for Home, Trips, Travel Tools, Message Center, and Administration. Below this is a secondary menu bar with four buttons: 'Trips Awaiting Action', 'Traveler Lookup', 'Cross-Org Document Lookup', and 'Per Diem Rate Lookup'. A red arrow points to the 'Per Diem Rate Lookup' button. On the right side of the screen, there is a user profile sidebar for 'JOHN M. DOE'. It displays information such as 'Last sign on: Mon Jul 18, 2022 at 09:12 PM', 'Organization: DFXAFRARPCTRIODET4WP', 'Organization Access: DFXAFRARPCTRIODET4', 'Group Access: RIO DET4', 'Permissions: 0 | 1 | 2', and links for 'My Profile', 'Reset Profile', and 'Log Out'.

DTS: <https://www.defensetravel.osd.mil>

Create Authorization

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

Step 4: The dates entered must include the entire AT + IDT duty period.

Step 5: The TDY location should be entered to match the location in block 12 of the AF938 Orders. The purpose is **Training** and add the description **AT in conjunction with IDT**.

— Itinerary —

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text"/> MM/DD/YYYY	<input type="text"/> MM/DD/YYYY	<input type="text"/> City or Zip	Air	Morning	No

TRIP OVERVIEW

Leaving On	Returning On
<input type="text"/> MM/DD/YYYY	<input type="text"/> MM/DD/YYYY

Leaving From

My Residence

My Duty Station

City or Zip

Returning To

My Residence

My Duty Station

City or Zip

Trip Duration

Returning By

Air

Time of Day

Morning

YOUR TRIP DETAILS

Type ?

Temporary Duty Travel (Routine)

Purpose ?

Training

Description (optional)

AT in conjunction with IDT

1874 characters remaining

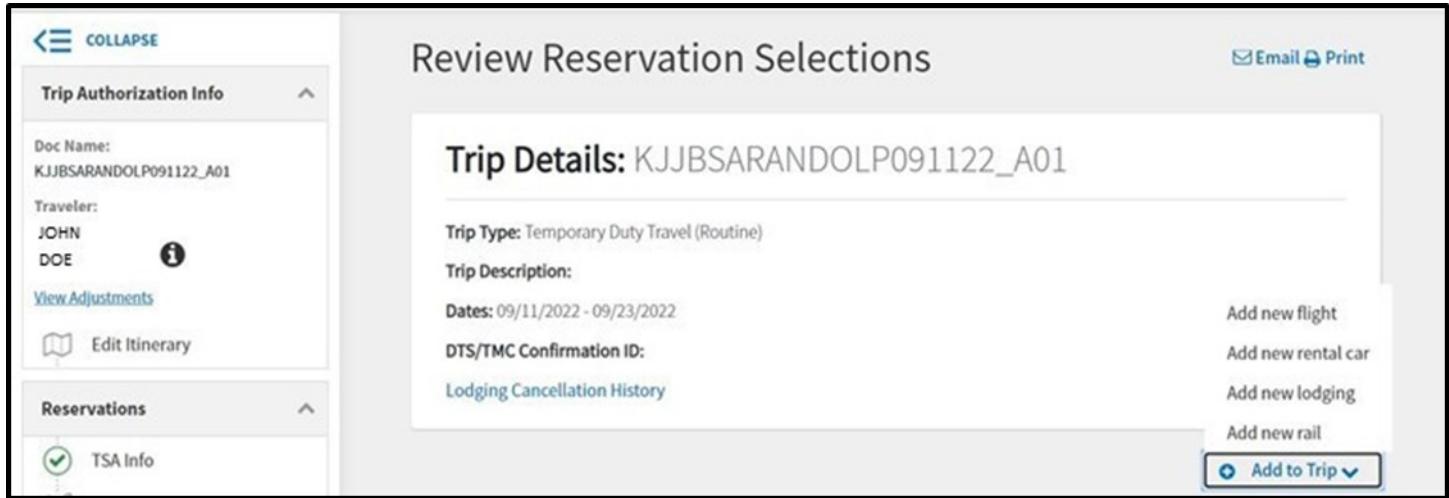
Conference/Event Name

Not attending a conference

[Cancel](#) [Continue >](#)

Reservations

Step 6: Book your travel in DTS by clicking **Reservations** & then **Add to Trip**. Choose the requested method of travel.



Review Reservation Selections

Trip Details: KJJBSARANDOLP091122_A01

Trip Type: Temporary Duty Travel (Routine)

Trip Description:

Dates: 09/11/2022 - 09/23/2022

DTS/TMC Confirmation ID:

Lodging Cancellation History

Add new flight
Add new rental car
Add new lodging
Add new rail
Add to Trip

Trip Authorization Info

Doc Name: KJJBSARANDOLP091122_A01

Traveler: JOHN DOE

[View Adjustments](#)

[Edit Itinerary](#)

Reservations

[TSA Info](#)

Step 6a. Commercial Air — This is the preferred travel method for distances more than 400 miles one way. With a few exceptions, you must utilize flights through the [GSA City Pair Program](#). Make sure you select **GSA Contract Rate** flights when available. The non-GSA alternative flights should only be selected when GSA rates are not available or do not meet your travel needs. You'll be required to justify any of these flight selections to your Approving Officer. Refer to JTR 020206 & 020207.

Step 6b. Rental Vehicle — Select the **least expensive compact car** available. A selection for a higher rental car class requires adequate justification and may be authorized for mission requirements, cost comparison, safety precautions, and other reasons. Always verify with the rental car company when picking up the vehicle that it is reserved under the [U.S. Government Rental Car Agreement](#). Refer to JTR Section 020209. **NOTE: A rental car expense reimbursement is NEVER authorized when performing Inactive Duty Training (IDT) regardless of the funding source.**

ATTENTION! When DTS or TMC is NOT used to make travel reservations, you increase your risk of being personally liable for non-reimbursable expenses.

Reservations

Step 6c. Lodging — When your TDY location is a designated [DoD Integrated Lodging Program \(ILP\)](#) site, you must use ILP lodging in the following priority order:

1. DoD lodging
2. Privatized Lodging, such as Privatized Army Lodging
3. DoD Preferred Commercial lodging

You must consider these options before selecting other lodging options or else reimbursement is limited to the applicable ILP rate. Refer to JTR 020303.

Property Name	Type	Rate	Action
Candlewood Suites Building 2250	Government Privatized Lodging	\$104 per night	Select >
Holiday Inn Belcamp - Aberdeen Area, an IHG Hotel	DoD Preferred Commercial	\$84 per night	Select >
Comfort Inn & Suites, Aberdeen	DoD Preferred Commercial	\$85	Select >

Non-Availability Documentation

When ILP Lodging is not available at the location, DTS automatically includes a certificate of non-availability number (CNA) for all three types of ILP lodging, as applicable.

Property Name	Type	Rate	Action
Fairfield by Marriott Portsmouth	DoD Preferred Commercial	\$105 per night	Select >
Holiday Inn Portsmouth, an IHG Hotel	DoD Preferred Commercial	\$107 per night	Select >

1 ADVISORIES

PRIVATIZED LODGING NOT AVAIL

A Government Privatized room at FT. SILL,OK is not available for the period 09/22/2025 to 09/24/2025. The non-availability response is captured and recorded on the travel document. Non-availability allows the user to book a commercial lodging reservation.

1 ADVISORIES

PREFERRED LDG NOT AVAIL

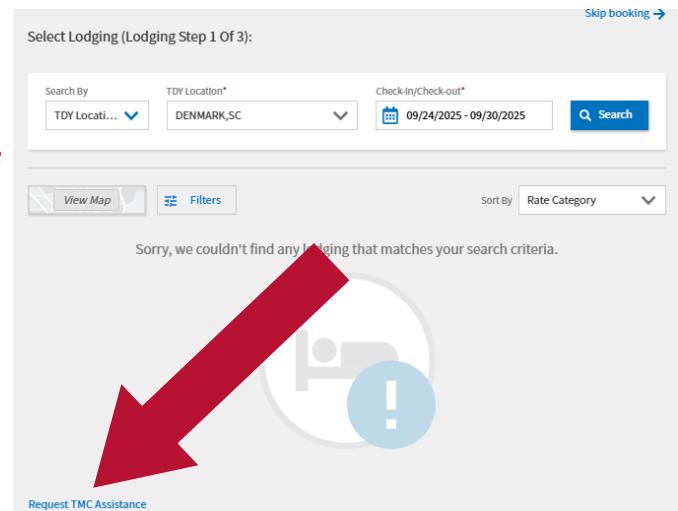
Rooms at properties in the preferred commercial lodging program are not available at the TDY location for the time period from 09/22/2025 to 09/24/2025. User provided option to select Commercial Fire Safety Act Compliant or Commercial Other Published Rates properties. Reimbursement Limitations are not applicable.

Reservations

If you do not use DTS to reserve lodging, then you must retrieve documentation yourself from all ILP facilities to support a statement of non-availability.

- ⇒ For DoD Lodging, the lodging office will issue a CNA.
- ⇒ For Privatized and DoD Preferred Commercial lodging, you must provide: 1) the date you attempted to make reservations, 2) phone number of the ILP facility, and 3) name of the point of contact at the hotel.

ATTENTION! You may receive a message that DTS was unable to connect to the lodging system. A screenshot of this screen DOES NOT constitute a certificate of non-availability. Contact the TMC when you receive this error by calling directly or clicking the 'Request TMC Assistance' link to reserve lodging.



When you choose not to use the ILP hotel, and one of the exemptions does not apply, you are reimbursed actual lodging costs no more than the ILP negotiated rate, plus proportionate amount of taxes. **The traveler is financially responsible for all other unauthorized costs associated with lodging other than ILP site use.**

BE AWARE!!! If you need to amend your authorization at a later date for any reason, the Certificate of Non-Availability (CNA) that was originally issued may disappear when availability changes. In this case, the CNA is no longer retained in your travel order and you may need to cancel lodging reservations that were booked manually outside of DTS.

DoD travelers are generally prohibited from directly booking and using nonconventional lodging, such as rooms found on AirBnB, Vrbo, or Vacasa, for official travel. Contact your DTS officials for more information regarding the risks associated with using non-conventional lodging.

Transportation

Step 6d. Private Auto — Travel by your privately owned vehicle (POV) is considered a **personal choice**. If you choose to drive your POV, the reimbursement depends on whether it is more advantageous to the Government and your reimbursement is limited to the lesser of the two options.

- ⇒ If you travel 400 miles or less, a private automobile or motorcycle is most advantageous. No cost comparison is required.
- ⇒ If you travel more than 400 miles, a cost comparison shown on your **Constructed Travel Worksheet (CTW)** is required when travel by the directed mode (typically commercial airfare) is most advantageous. The constructed cost is the sum of the transportation ticket cost, the TMC fee, and other related costs that include, but not limited to, taxi and TNC fares, terminal mileage, baggage fees, ferry fees, parking, or rental car when authorized and necessary.

A CTW template and instructions can be found [here](#). This must be attached to your DTS Authorization.

Add the Expense type **Private Auto**

- **To/From TDY** for both depart and return legs.

DTS will automatically calculate the official distance. If you know that the mileage cost will be limited to the constructed cost, you will still enter your mileage for the full distance.

The Approving Officer will limit the expense at approval.

Add New X

Select Type* X ✓

Private Auto - To/From TDY

Attach Receipt

⚠ Requires a [Constructed Travel Worksheet](#) when mileage exceeds 400 one-way/800 roundtrip.

Expense Date* X

10/24/2025

Start Location* X

03840 Greenland, NH, Rockingham

End Location* X

27531 Seymour Johnson AFB, NC, Wayne

768 mi X \$0.7 = \$ 537.60

Per Diem (AT Portion)

Step 7: Edit the Meals & Incidental Expense (M&IE) rate for the Annual Training duty period by selecting **Annual training** under the Training Type drop-down menu. Select the applicable quarters and meals availability radio button. Only select **Commercial Qtrs** when you have a CNA.

Training Type

Annual training

Quarters and Meals Available*

Quarters Quarters and Meals Commercial Qtrs

Step 8: Select the applicable **meals** availability in the Meals section. Select **Quarters Available** if there are government quarters or privatized Army lodging located on the installation at your TDY location. If you received a CNA, select **Adverse Effects (Commercial Quarters)**

Meals Hide Options ▾

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location Select Available Meals

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

Duty Conditions Hide Options ▾

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) Essential Unit Messing

Aboard a U.S. Vessel Hospital Stay

Authorized Trip Home

Per Diem (AT Portion)

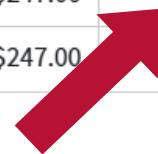
When both Government quarters and Government meals are available, an RC member performing Annual Training (AT) is not entitled to daily Meals & Incidental Expense (M&IE) rate, per JTR 032302.

Per 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... Reserve members are treated in a manner similar to their Active Duty counterparts who are not entitled to per diem in those instances where the government provides quarters and mess.”

Per AFRC policy (PAM 24-04), there are no exceptions for missed meals on AT if there is a Government dining facility on the installation. Verify that the applicable M&IE rate is accurately applied in the Per Diem screen.

Example: Government quarters and meals are available

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED	
> 10/06/2025 First Day Code: TRN B L D	\$247.00	\$247.00	\$69.00	⋮
> 10/07/2025 - 10/19/2025 Code: TRN B L D	\$247.00	\$247.00	\$0.00	⋮



Example: No Government quarters or mess available

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED	
> 10/06/2025 First Day Code: ATCQ	\$247.00	\$247.00	\$69.00	⋮
> 10/07/2025 - 10/19/2025 Code: ATCQ	\$247.00	\$247.00	\$92.00	⋮



Per Diem (IDT Portion)

Step 9: Edit the Meals & Incidental Expense (M&IE) rate for the Inactive Duty Training duty period by selecting **Special Meal Rate** and Meal Cost **\$0**. Enter the IDT lodging expense in the bottom left Lodging Cost box.

 **Meals** [Hide Options](#) ▾

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

Meal Cost

\$ 0.00

LODGING COST (Locality rate: \$275.00)

\$ 300.00

[Currency Converter](#)

M&IE COST (Locality rate: \$92.00)

\$0.00 [Currency Converter](#)

 Do **NOT** select Duty Conditions for Inactive Duty Training (Local). This will prevent you from claiming the IDT lodging expense.

 **Duty Conditions**

Duty conditions affect your lodging and M&IE costs.

Field Conditions

Adverse Effects (Commercial Qtrs)

Inactive Duty Training (Local)

Per Diem (AT & IDT)

Step 10: Verify that you have adjusted the M&IE allowed accurately.

Example: Government quarters and meals are available during AT

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 10/06/2025 First Day Code: ATCQ	\$247.00	\$247.00	\$69.00 ⋮
> 10/07/2025 - 10/19/2025 Code: TRN B L D	\$247.00	\$247.00	\$0.00 ⋮
> 10/20/2025 - 10/30/2025 Code: SPEC	\$300.00	\$247.00	\$0.00 ⋮
> 10/31/2025 Last Day	\$0.00	\$0.00	\$69.00 ⋮

Example: No Government quarters or mess available during AT

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 10/06/2025 First Day Code: ATCQ	\$247.00	\$247.00	\$69.00 ⋮
> 10/07/2025 - 10/19/2025 Code: ATCQ	\$247.00	\$247.00	\$92.00 ⋮
> 10/20/2025 - 10/30/2025 Code: SPEC	\$300.00	\$247.00	\$0.00 ⋮
> 10/31/2025 Last Day	\$0.00	\$0.00	\$69.00 ⋮

Step 11: If your lodging cost is higher than the lodging allowed amount, it means that you are reserving or claiming lodging that exceeds the maximum locality rate. The Approving Official may authorize an Actual Expense Allowance (AEA) up to 300% of the maximum lodging rate with adequate justification.

To request an AEA for lodging, adjust the per diem by editing the per diem location and check the box **Actual Lodging Cost (over per diem)** under **Other Entitlements** section.

Other Entitlements Hide Options ▾

Specify whether any other entitlements are available at your TDY location.

Allowed Leave (no per diem)

Sick Leave (no per diem)

Sick Leave

Duty Days (no per diem)

Non-duty Days (no per diem)

Authorized Delay

Actual Lodging Cost (over per diem)

(Note: Actual lodging costs are limited to: \$991) ⓘ

OCONUS Incidental Amount (reduced rate)

In Place Travel (receive full per diem)

Per Diem (AT & IDT)

Add your **justification** to the **Approving Official** under the **ACTUALS EXPENSE** box in the **Other Auths and Pre-Audits** page including, at a minimum, the following required information per AFMAN 65-114 Paragraph 5.9:

- ⇒ Allowed nightly lodging rate (or maximum lodging rate)
- ⇒ Actual nightly lodging rate
- ⇒ Difference in total lodging costs versus allowed for the entire trip (calculated by total actual lodging costs minus total allowed cost)
- ⇒ Percentage AEA limitation authorized (calculated by allowed nightly lodging rate divided by actual nightly lodging rate, then multiplied by 100)
- ⇒ Summary of efforts made to secure lodging within established per diem rates; to include list of lodging facilities and complete explanation of the circumstances that warranted the request. The circumstances must be beyond your control (e.g. natural disaster or major events or conferences that have affected all the lodging or dining-food facilities in an area)

An example of an acceptable justification is shown below.

ACTUALS EXPENSE

ACTUAL EXPENSE ALLOWANCE REQUESTED.

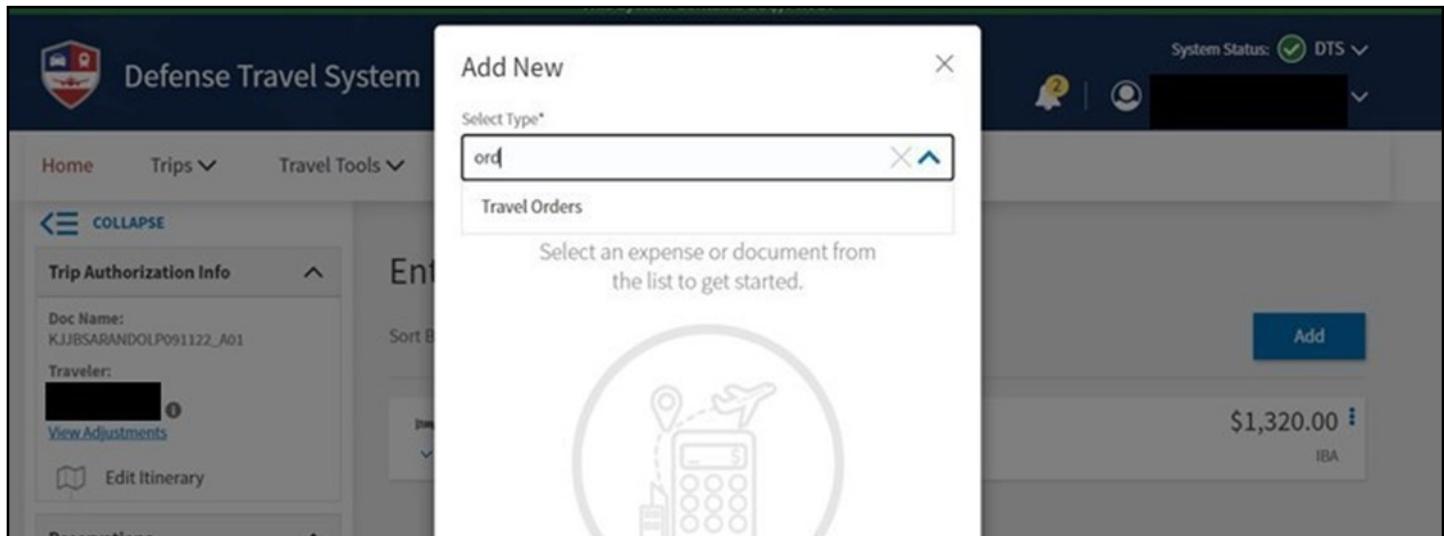
Justification to Approving Official *

[Edit Justification](#)

I am requesting an AEA for lodging due to a room shortage of available hotels under the maximum per diem rate. The allowed nightly lodging rate is \$128 per night and the actual nightly lodging rate I reserved in DTS is \$199 per night for the cheapest available hotel. The total difference in lodging costs for my whole 3-day trip is an extra \$213. The AEA percentage is 155%. I viewed the available hotels in DTS and this was the cheapest available option and I have attached in the Expenses screen a screenshot of the entire hotel listings. Some hotel options are as high as \$656 per night. There is a large annual city-wide event happening during my TDY that draws in many tourists to the area and it is likely the cause for a higher than normal lodging rate.

Expenses

Step 12: Click Next or **Expenses**. In this section, attach a copy of your AF Form 938 and AF Form 40A(s) by selecting Add and Expense Type: **Travel Orders**.



Step 13: Estimate all official expenses required for the trip and add them in the Expenses page. Below is a list of common miscellaneous expenses associated with AT in conjunction with IDT travel.

- ◆ TNC Fares (Rideshare) - TDY Area - OR - Taxi - To/From Terminal
- ◆ Rental Car - Fuel/Charging
- ◆ Parking - At The Terminal
- ◆ Parking - TDY Area
- ◆ Bridge, Road, or Tunnel Tolls
- ◆ Lodging Tax (CONUS/Non-Foreign only) includes Alaska, Hawaii, Guam and the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Taxes for OCONUS is added into the daily room rate for per diem purposes.
- ◆ Lodging Resort Fees
- ◆ Airline Ticket (Self-Procure) (*only used when reservations made outside of DTS*)
- ◆ Rental Car - at TDY Area (*only used when reservations made outside of DTS*)

For OCONUS Travel

- ◆ Cross Border Processing Fee
- ◆ VAT Form (Exemption Certificate)

Accounting

Step 14: On the **Accounting** page, click the **Add LOA** button and use the **search bar** to select the following two lines of accounting:

26 RIO AT ENL (for Enlisted personnel only)

26 RIO AT OFF (for Officer personnel only)

26 IDT LODGE OM

Click the **Add LOA** Button. Add the AT LOA *before* the IDT LOA and DTS will automatically allocate 100% expenses to the AT LOA. You will make adjustments for IDT lodging in the next steps.

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)

[+ Add LOA](#)

ACCOUNTING LABEL	ORGANIZATION	
26 IDT LODGE...	DFXAFRARP C RIO	⋮
26 RIO AT ENL	DFXAFRARP C RIO	⋮

Allocations

[Edit LOA Allocations](#)

Ensure All LOA's are allocated

Allocated by Category

[Hide Details ▾](#)

26 IDT LODGE OM

This LOA has no allocations

26 RIO AT ENL

CATEGORY	ALLOWED	ACTUAL
LODGING	\$6875.00	\$6875.00
M&IE	\$138.00	\$138.00
TRANSPORT	\$50.00	\$50.00
Sub Total	\$7063.00	\$7063.00

Accounting

Step 15: Select the **Edit LOA Allocations** button. Select **Specific Expense** as the Allocation Method. Select the **IDT LODGE OM** radio button to allocate each IDT lodging expense to the IDT lodging LOA. Click **Save**.

Note: If you added the AT LOA first, all you will need to do is change your nights of IDT lodging from the default AT LOA to the IDT lodging LOA. All other expenses are allocated to AT.

Lines of Accounting (LOA) [Add LOA](#)

ACCOUNTING LABEL 26 IDT LODGE...	ORGANIZATION DFXAFRARPCRIO	⋮
ACCOUNTING LABEL 26 RIO AT ENL	ORGANIZATION DFXAFRARPCRIO	⋮

Allocations

Ensure All LOA's are allocated

Allocated by Category

[Edit LOA Allocations](#) ↗

Allocate Lines of Accounting

Allocation Method* Specific Expense

X

Allocate Lines of Accounting

10/19/2025

LODGING \$275.00

26 IDT LODGE OM

26 RIO AT ENL

→

10/20/2025

LODGING \$275.00

26 IDT LODGE OM

26 RIO AT ENL

→

10/21/2025

LODGING \$275.00

26 IDT LODGE OM

26 RIO AT ENL

→

10/22/2025

LODGING \$275.00

26 IDT LODGE OM

26 RIO AT ENL

Cancel Save

Accounting

Step 16: Verify the IDT lodging expenses were accurately allocated.

Rule of Thumb

The number of nights you are authorized IDT lodging reimbursement is the same number of days you performed IDT duty.

For example, if you performed 3 days of IDT, you will allocate 3 nights of IDT lodging expense to the IDT Lodging LOA.

If you performed IDT after performing AT duty:

- ⇒ lodging incurred the **night prior to first IDT day** is paid with **AT LOA**
- ⇒ lodging incurred the **night prior to last IDT day** is paid with **IDT LOA**
- ⇒ lodging incurred the **night after last IDT day** is paid with **IDT LOA**

Example:

AT orders October 24 thru 28, yet October 28 is displaced to October 31

IDT orders October 28 thru 30

DATE	STATUS	LODGING COST	LINE OF ACCOUNTING
> 10/24/2025 First Day Code: TRN B L D	AT STATUS	\$237.00	26 RIO AT
> 10/25/2025 Code: TRN B L D	AT STATUS	\$237.00	26 RIO AT
> 10/26/2025 Code: TRN B L D	AT STATUS	\$237.00	26 RIO AT
> 10/27/2025 Code: TRN B L D	AT STATUS	\$237.00	26 RIO AT
> 10/28/2025 Code: SPEC (AT ORDERS END DATE) IDT STATUS		\$237.00	26 IDT LODGE OM
> 10/29/2025 Code: SPEC	IDT STATUS	\$237.00	26 IDT LODGE OM
> 10/30/2025 Code: SPEC	IDT STATUS	\$237.00	26 IDT LODGE OM
> 10/31/2025 Last Day	DISPLACED AT TRAVEL DAY	\$0.00	

Accounting

If you performed IDT before performing AT duty:

- ⇒ lodging incurred the **night prior to first IDT day** is paid with **AT LOA**
- ⇒ lodging incurred the **night prior to last IDT day** is paid with **IDT LOA**
- ⇒ lodging incurred the **night after last IDT day** is paid with **IDT LOA**

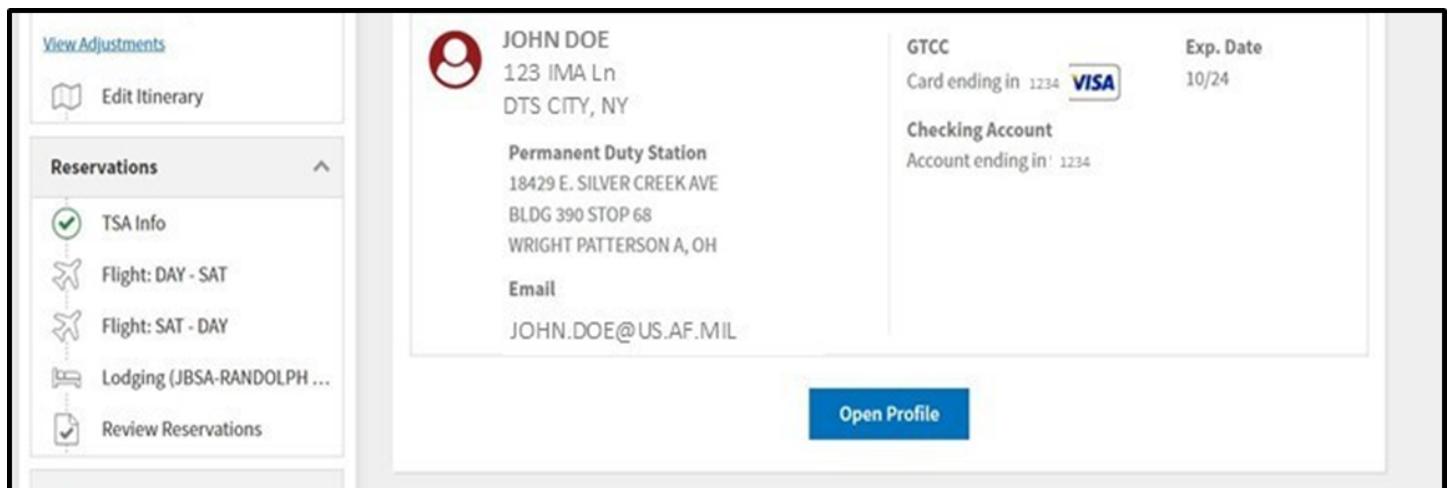
Example:

AT orders October 27 thru 31, yet October 27 is displaced to October 24

IDT orders October 25 thru 27

DATE	STATUS	LODGING COST	LINE OF ACCOUNTING
> 10/24/2025 First Day Code: SPEC DISPLACED AT TRAVEL DAY		\$237.00	26 RIO AT
> 10/25/2025 Code: SPEC	IDT STATUS	\$237.00	26 IDT LODGE OM
> 10/26/2025 Code: SPEC	IDT STATUS	\$237.00	26 IDT LODGE OM
> 10/27/2025 Code: SPEC (AT ORDERS START DATE) IDT STATUS		\$237.00	26 IDT LODGE OM
> 10/28/2025 Code: TRN B L D	AT STATUS	\$237.00	26 RIO AT
> 10/29/2025 Code: TRN B L D	AT STATUS	\$237.00	26 RIO AT
> 10/30/2025 Code: TRN B L D	AT STATUS	\$237.00	26 RIO AT
> 10/31/2025 Last Day Code: TRN B L D	AT STATUS	\$0.00	

Step 17: 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 verify.

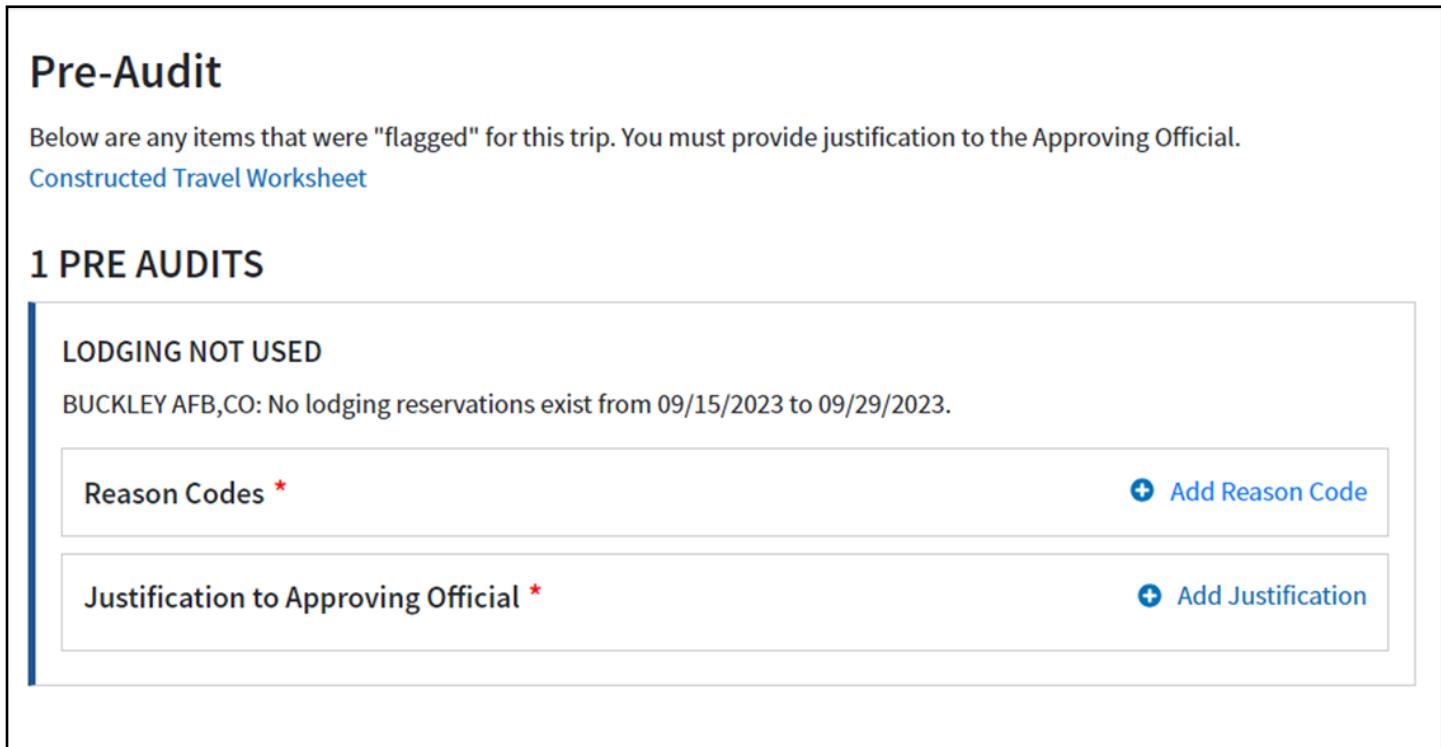


The screenshot shows a travel profile for 'JOHN DOE' with the following details:

- Personal Information:** 123 IMA Ln, DTS CITY, NY
- Permanent Duty Station:** 18429 E. SILVER CREEK AVE, BLDG 390 STOP 68, WRIGHT PATTERSON A, OH
- Email:** JOHN.DOE@US.AF.MIL
- GTCC:** Card ending in 1234 (VISA logo)
- Checking Account:** Account ending in 1234
- Exp. Date:** 10/24

A sidebar on the left lists travel details: TSA Info (checked), Flight: DAY - SAT, Flight: SAT - DAY, Lodging (JBSA-RANDOLPH ...), and Review Reservations. A blue 'Open Profile' button is at the bottom right.

Step 18: If/when you receive a **Pre-Audit** flag on the **Other Auths & Pre-Audits** page, select the appropriate **Reason Code** and provide a **Justification** for the Approving Officer to review. Once all flags are complete, click **Next**.



Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

[Constructed Travel Worksheet](#)

1 PRE AUDITS

LODGING NOT USED

BUCKLEY AFB, CO: No lodging reservations exist from 09/15/2023 to 09/29/2023.

Reason Codes * [+ Add Reason Code](#)

Justification to Approving Official * [+ Add Justification](#)

Sign & Submit

Step 19: If/when you receive a **Pre-Audit** flag on the **Other Auths & Pre-Audits** page, you must complete all justifications to proceed to the next page. On the Sign & Submit page, **check the box** “I agree to SIGN this document” and choose the **DFXARFARPCRIORPA routing list**. Provide any additional details important for the AO in the Additional Comments section before submitting. Lastly, click **Submit Completed Document**.

ATTENTION! If the AO does not stamp the document APPROVED or if the TMC does not issue tickets within 72 hours before departure, your airline reservations will be cancelled.

For short notice travel with airline reservations booked within 72 hours of scheduled flight departure time, the AO must approve and TMC ticket within 24 hours to avoid cancellation.

Refer to the [Defense Travel Management Office Information Paper 72-Hour Air Reservation Auto Cancellation](#) for more information.

(Pending)
SIGNED

DOCUMENT STATUS *

I agree to SIGN this document

ROUTING LIST *

DFXARFARPCRIORPA

Additional Comments [Add Comments](#)

NAME: MARISSA L RUSTICI TODAY'S DATE: 09/24/2025

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.

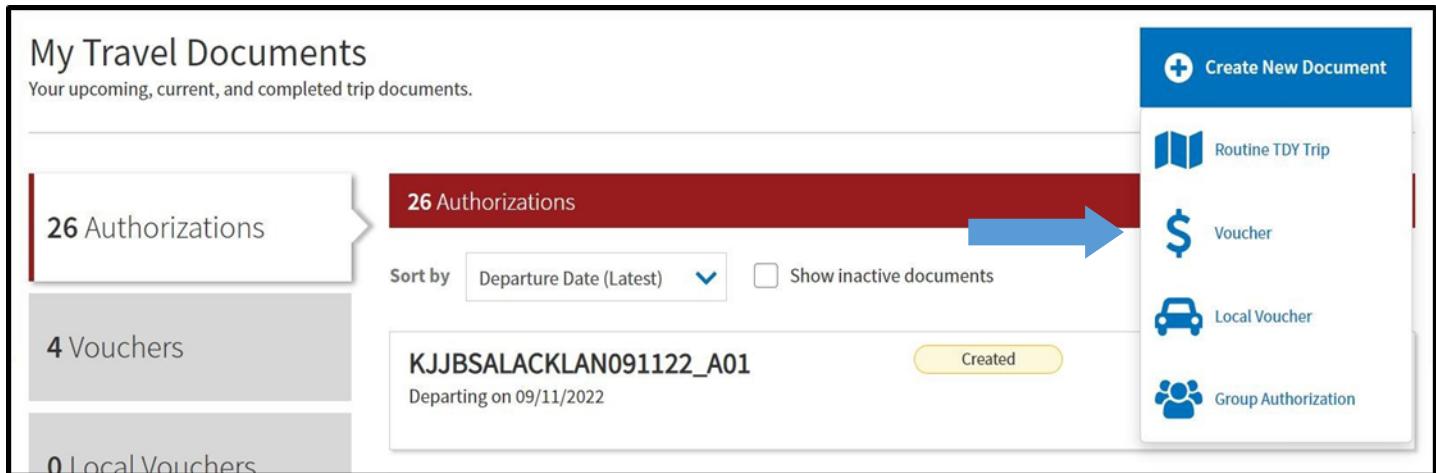
Submit Completed Document

Per JTR 010206, all travelers should be issued an approved travel order in the Defense Travel System (DTS) prior to performing any official travel.

For urgent or unusual circumstances, the traveler must obtain documentation in writing to confirm the verbal order. Failure to obtain a travel order may increase the risk of being denied reimbursement for official expenses.

Completing the Voucher

Step 20: You must have an approved authorization to file a voucher. Login to DTS: <https://www.defensetravel.osd.mil> & click **Create New Document**. After selecting Voucher, your approved authorizations will appear.



My Travel Documents
Your upcoming, current, and completed trip documents.

26 Authorizations

4 Vouchers

0 Local Vouchers

26 Authorizations

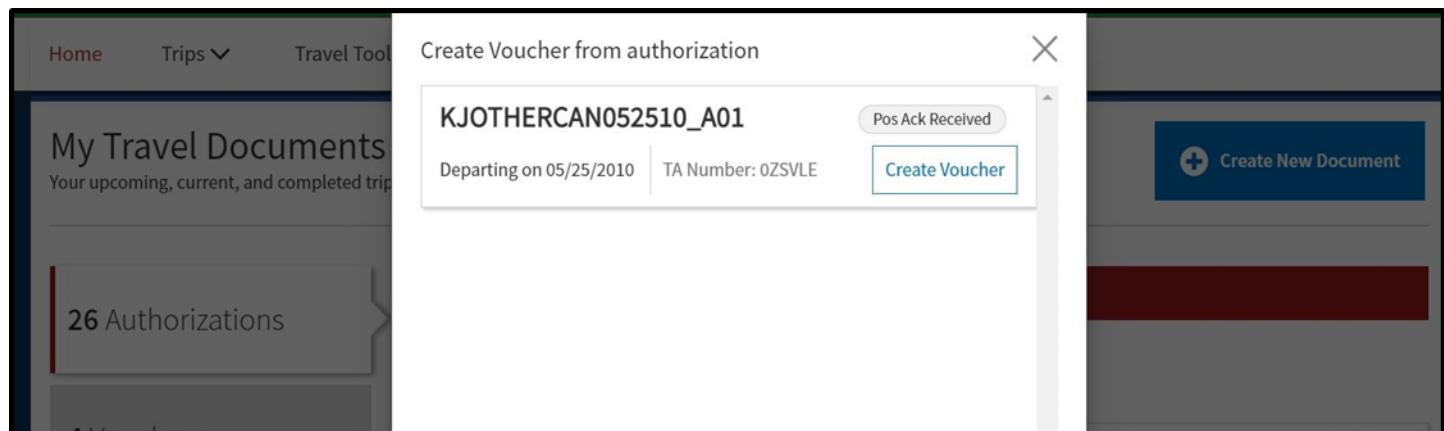
Sort by Departure Date (Latest) Show inactive documents

KJJBSALACKLAN091122_A01
Departing on 09/11/2022 Created

Create New Document

- Routine TDY Trip**
- Voucher**
- Local Voucher**
- Group Authorization**

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



Home Trips Travel Tools

My Travel Documents
Your upcoming, current, and completed trip documents

26 Authorizations

Create Voucher from authorization

KJOTHERCAN052510_A01

Departing on 05/25/2010 TA Number: 0ZSVLE

Create New Document

Step 21: Verify the trip itinerary is accurate. If any changes to TDY length or locations, navigate to the **Edit Itinerary** page and make the adjustments.

Step 22: Go to **Expenses** and edit each expense to update the actual costs for each expense built in the authorization. Add any expenses that you would like to claim that were not included in the original authorization such as TMC Fee (IBA) or other lodging associated expenses.

REMEMBER! If you incurred an expense that was charged on a weekly or monthly basis (e.g. parking) or you incurred an unauthorized expense while in IDT status (e.g. rental car), the **expense reimbursement is limited to the prorated daily cost** on the days you were in AT status only.

Step 23: Attach all supporting documentation for your claim using the **Add** button. Required documents are:

- ◆ AF 938 orders, plus all modifications
- ◆ AF 40As with all three signatures
- ◆ If AF 40As are unsigned: UTAPS calendar including your name showing IDT days as Paid (color: black). If you are unable to access UTAPS for the calendar, a copy of your LES showing the dates as paid is acceptable in lieu of. AF 40As are ALWAYS required.
- ◆ Statement(s) of lodging non-availability (*if booked outside of DTS*). This applies to DoD Lodging, Privatized Army Lodging, and DoD Preferred Commercial lodging.
- ◆ Receipt(s) for airfare, lodging, rental car and any expense \$75 or more
- ◆ Constructed Travel Worksheet (CTW), *for mileage claims*
- ◆ Fund Cite Authorization Letter (FCAL) *for outside funding sources*
- ◆ Copy of the credit card or bank statement for expenses made in foreign currency is highly encouraged to support the exchange rate and USD amount charged. You may redact any personal identifying information.

Invalid receipts is one of the most common reasons a DTS voucher may be returned. The Defense Travel Management Office (DTMO) Information Paper: [What is a Valid Receipt?](#) is a great resource for reference when determining whether or not your receipt is acceptable or not.

Per Diem

Step 24: Adjust the **lodging** amount to match the actual receipt charges in the **Per Diem** page.

If the cost of lodging exceeds the allowable amount of lodging, you may request an Actual Expense Allowance (AEA) for lodging. Refer to [Step 11](#) for instructions.

Step 25: Verify the daily Meals & Incidental (M&IE) rate that should be accurate based on the approved Authorization. If any changes to Government quarters or lodging occurred that was not already recorded in DTS, make the adjustments in the Per Diem screen following [Steps 7-11](#). Attach the applicable supporting documentation.

Your mission requirements or personal choice to not utilize the available Government mess facility when Government quarters is also available while performing AT does not support a claim for full meal rate. Additionally, Government dining facilities are not supposed to offer free meals. Whether you were required to pay for your meals at the dining facility, it does not constitute additional meal rate entitlement.

When both Government quarters and Government meals are available, an RC member performing Annual Training (AT) is not entitled to daily Meals & Incidental Expense (M&IE) rate, per JTR 032302.

Accounting

Step 26: Verify the amount allocated to the AT and IDT lines of accounting.

Step 26a (if applicable): If you incurred lodging taxes, you will need to calculate the totals for lodging tax incurred while in AT status versus IDT status.

For example, a traveler incurred lodging between June 12 thru June 16 based on the receipt here. IDT duty was performed June 12 & 13 and AT duty was performed June 14 thru June 16.

IDT Lodging Taxes is

\$34.28 (\$17.14 per day x 2 days)

AT Lodging Taxes is

\$51.42 (17.14 per day x 3 days)

Step 26b: Add two Lodging Tax (CONUS/Non-Foreign) expenses. Use the date of the first day of the duty performed as the expense date.

Step 26c: Allocate the expenses following the steps in [Step 14](#).

Date	Description	Charges
06-12-25	*Accommodation	168.00
06-12-25	State Room Tax	6.55
06-12-25	City Room Tax	5.16
06-12-25	Lodgers Room Tax	3.36
06-12-25	County Room Tax	2.07
06-13-25	*Accommodation	168.00
06-13-25	State Room Tax	6.55
06-13-25	City Room Tax	5.16
06-13-25	Lodgers Room Tax	3.36
06-13-25	County Room Tax	2.07
06-14-25	*Accommodation	168.00
06-14-25	State Room Tax	6.55
06-14-25	City Room Tax	5.16
06-14-25	Lodgers Room Tax	3.36
06-14-25	County Room Tax	2.07
06-15-25	*Accommodation	168.00
06-15-25	State Room Tax	6.55
06-15-25	City Room Tax	5.16
06-15-25	Lodgers Room Tax	3.36
06-15-25	County Room Tax	2.07
06-16-25	*Accommodation	168.00
06-16-25	State Room Tax	6.55
06-16-25	City Room Tax	5.16
06-16-25	Lodgers Room Tax	3.36
06-16-25	County Room Tax	2.07

Allocate Lines of Accounting

OTHER EXPENSES

Total: \$85.70

[Hide Details](#)

Lodging Tax (CONUS/Non-Foreign) DO NOT USE FOREIGN LOCATION	DATE 06/12/2025	COST \$34.28
Lodging Tax (CONUS/Non-Foreign) DO NOT USE FOREIGN LOCATION	DATE 06/14/2025	COST \$51.42

Allocation Method*

Specific Expense

06/12/2025

LODGING \$34.28

26 IDT LODGE OM

26 RIO AT ENL

06/14/2025

LODGING \$51.42

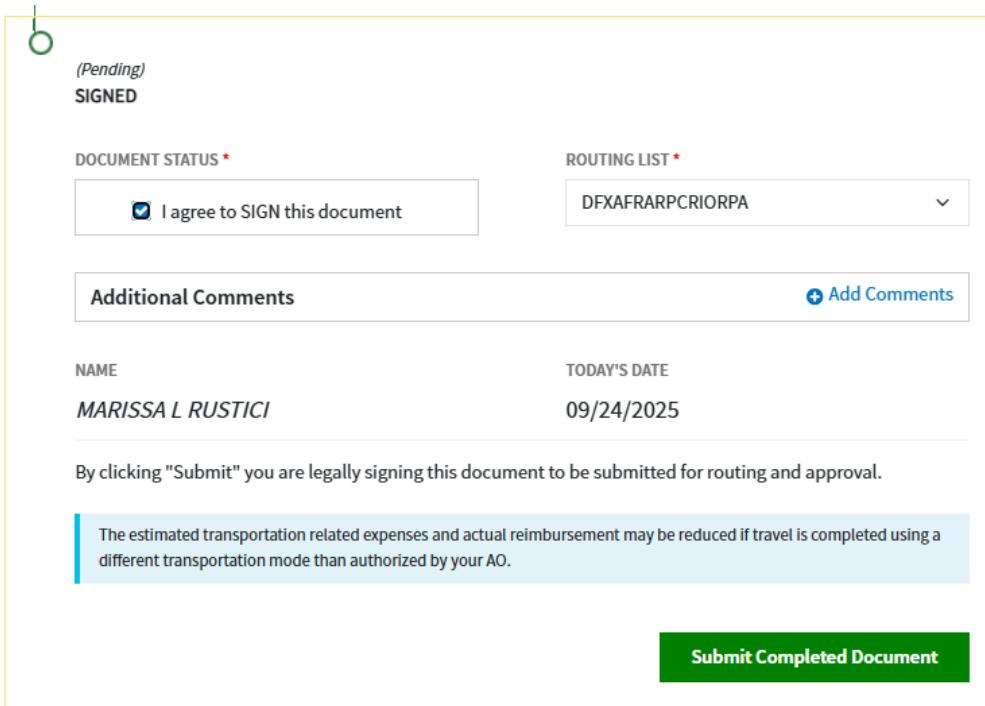
26 IDT LODGE OM

26 RIO AT ENL

Other Auths & Pre-Audit / Sign & Submit

Step 27: If/when you receive a **Pre-Audit** flag on the **Other Auths & Pre-Audits** page, you must complete all justifications to proceed to the next page.

Step 28: On the Sign & Submit page, **check the box** “I agree to SIGN this document” and choose the **DFXAFAFRPCRIORPA routing list**. Provide any additional details important for the AO in the Additional Comments section before submitting. Lastly, click **Submit Completed Document**.



The screenshot shows a 'Sign & Submit' page with a yellow border. At the top left is a green circular icon with a white 'b' and the text '(Pending)' and 'SIGNED'. Below this are two input fields: 'DOCUMENT STATUS *' with a checked box for 'I agree to SIGN this document' and 'ROUTING LIST *' with a dropdown set to 'DFXAFAFRPCRIORPA'. A 'Additional Comments' text area is followed by a '+ Add Comments' button. Below these are 'NAME' and 'TODAY'S DATE' fields, both containing 'MARISSA L RUSTICI' and '09/24/2025'. A note below states: 'By clicking "Submit" you are legally signing this document to be submitted for routing and approval.' A blue box at the bottom contains the text: '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.' At the bottom right is a green 'Submit Completed Document' button.

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**, **Returned**, and **Approved**. The **Sign & Submit** page in your Voucher shows the current status of your claim.

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

[Det Contact List](#)

[HQ RIO Customer Service Hour Assistance - Tue 4pm ET & Thu 10am ET](#)

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

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

Top 10 DTS Tips

- 1. Orders:** Attach your orders in the expenses section. Be sure to include any & all mods.
- 2. Incorrect DTS Account:** If you don't see the HQ RIO lines of accounting, you may be using the wrong DTS account or don't have a DTS Reserve account. Contact your ODTA to have your account reassigned to HQ RIO.
- 3. Per Diem:** When performing Annual Tour while staying in lodging on a base with a DFAC, no per diem is authorized. See [Step 7 & 8](#) to set the correct per diem rate.
- 4. Mileage:** If you are authorized to drive, make sure you claim mileage to & from the duty location. Unless you stayed in the area on another to perform a separate order back-to-back, you are authorized mileage for both travel legs.
- 5. POV Use:** If you choose to drive instead of fly, your reimbursement will be limited to the constructed cost of the most advantageous method for the Government. A cost comparison on a CTW may be required. See [Step 6d](#).
- 6. AirBnB, VRBO, Vacasa:** These types of nonconventional lodging options are normally not allowed due to safety concerns, but can be allowed due to unusual circumstances. Unless explicitly authorized in advance, reimbursement will be limited. Coordinate with your AO for approval.
- 7. Hotel Taxes:** Claim hotel taxes separately from your daily rate for CONUS and non-foreign OCONUS locations ONLY. See [Step 12](#).
- 8. Travel In/Around TDY:** Travel expense reimbursement in the TDY area may be authorized for travel between certain locations. The transportation mode must be specified in the travel order before travel begins.
- 9. Reservations:** You can choose to stay off base **without** a Non-Availability Letter, but you will only be reimbursed (nightly rate + taxes) up to the applicable ILP rate. Full meal rate is only authorized for AT when the TDY location does not have a Government dining facility.
- 10. TMC:** The DTS online reservation capabilities should be used for making all travel reservations to the greatest extent possible. In extenuating circumstances, you may call your TMC directly to make reservations. NOTE: TMC fee needs to be claimed separately from airfare.