

Filing an RTS Travel Reimbursement

A Quick Guide from HQ RIO

How to correctly fill out and submit an RTS Travel Voucher for Reimbursement

There are certain types of orders for IRs that don't use DTS for travel arrangements or vouchers for reimbursement. If you look on page 2 of your orders, paragraph E will say DTS or RTS. This quick guide gives instructions for filing in RTS.

If your orders state RTS, you'll submit the following to the HQ RIO Travel office via the dedicated myFSS link listed at the bottom of this page:

- [DD Form 1351-2](#) (travel voucher)
- Receipts for ...
 - Airfare
 - Car Rental (if not arranged through the CTO, you must provide the CTO/TMC compact rental car estimate)
 - Lodging (If you use self-procured AirBnB, you must provide a US Fire Administration Certificate. The landlord can provide it.)
 - Non-availability statement, if needed
 - Expenses over \$75
- A copy of your orders (all pages and mods if applicable)

ARPC (FOUO) IR Travel Request

If you have questions on how to submit or prepare your travel related reimbursement requests we invite you to view our training and quick guides by navigating to the following links:
[IR Quick Guides](#)
[IR Training](#)

• Target SSAN (No Dashes)

• Officer or Enlisted:

• Request Type:

If your EFT information has changed, please include a signed direct deposit form ([FMS 2231](#)) with your Travel request. Please note that updating myPay DOES NOT change information within the travel system.

To increase efficiency and get your reimbursement sooner remember to include the following documents with your submission:

IDT Lodging

- OF 1164
- Lodging Receipts
- 40As (3 signatures) or Color Copy of "Paid" days from the UTAPS Calendar

Travel Voucher Reimbursement DD Form 1351-2

- Order (Form 938 from AROWS-R; 1610 TDY from AROWS-R)
- Receipts over \$75 (lodging, airfare, rental car)
- CTQ authorized travel itinerary email (once they have your order)

Questions/Comments:

Attach Documents:

There is a sample 1351-2 on the next page. Make sure you read the notations. Additionally, make sure every reimbursement you're seeking is on the orders (like car rental).

Your active component unit supervisor can sign for you as the reviewer. The approving official (AO) block is not required unless your AC supervisor wants to authorize and pay for additional expenses not already approved on your TDY orders (e.g. rental car, taxis in/around the TDY location, etc.). The AO must specifically state what he/she is approving and add the unit's Line of Accounting to cover the additional expenses in the remarks section of the voucher.

Submit the signed DD Form 1351-2, a copy of your orders (front and back), any MODs (if applicable), and all necessary receipts to the [IR TRAVEL REQUEST](#) link in the IMA Management section of myFSS. The request type is TRAVEL VOUCHER ONLY.

RTS Travel Reimbursement myFSS submission link: [Here](#)

Sample 1351-2

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.					
		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 500.00					
2. NAME (Last, First, Middle Initial) (Print or type) Doe, John E		3. GRADE E-8	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s)		
6. ADDRESS. a. NUMBER AND STREET 213 Uptown St		b. CITY Coden	c. STATE AI	d. ZIP CODE 36523		<input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA	
e. E-MAIL ADDRESS jed4561@gmail.com		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY					
7. DAYTIME TELEPHONE NUMBER & AREA CODE 123-456-7894	8. TRAVEL ORDER/AUTHORIZATION NUMBER D7T456	9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		11. ORGANIZATION AND STATION 460 CPTS, Buckley AFB, Co			
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED		13. DEPENDENT'S NAME (Last, First, Middle Initial) a. NAME (Last, First, Middle Initial)		13. DEPENDENT'S RELATIONSHIP b. RELATIONSHIP		13. DEPENDENT'S DATE OF BIRTH OR MARRIAGE c. DATE OF BIRTH OR MARRIAGE	
						14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)	
15. ITINERARY a. DATE 2017				b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP
07/01 DEP Coden AI 36523		07/01 ARR Mobile Regional Airport, Mobile, Al		PA	AT	f. POC MILES 35	
07/01 DEP Denver International Airport, Denver, Co		07/01 ARR Buckley AFB, Co 80011		CP	AT	600.00	
07/01 DEP Denver International Airport, Denver, Co		07/01 ARR Mobile Regional Airport, Mobile, Al		CA	TD	All Codes for Means/Mode of Travel and Reason for stop can be found on page 2 of the DD1351-2.	
07/01 DEP Denver International Airport, Denver, Co		07/01 ARR Coden, Al 36523		CA	AT	e. SUMMARY OF PAYMENT	
07/15 DEP Denver International Airport, Denver, Co		07/15 ARR Coden, Al 36523		CP	AT	(1) Per Diem (2) Actual Expense Allowance (3) Mileage	
07/15 DEP Coden, Al 36523		07/15 ARR Coden, Al 36523		PA	MC	(4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
07/15 DEP Coden, Al 36523		07/15 ARR Coden, Al 36523		PA	MC	(1) Per Diem (2) Actual Expense Allowance (3) Mileage	
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED			
07/01/17 Taxi 35.00		07/15/17 Taxi 35.00		07/01/17 Airline Tickets 700.00		07/01/17 CTO Fee 13.70	
						19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS a. DATE b. NO. OF MEALS	
20. a. CLAIMANT SIGNATURE [Signature]		c. REVIEWER'S PRINTED NAME [Name]		d. REVIEWER SIGNATURE [Signature]		e. TELEPHONE NUMBER [Number]	
						f. DATE [Date]	
21. a. APPROVING OFFICIAL'S PRINTED NAME [Name]		b. SIGNATURE [Signature]		c. TELEPHONE NUMBER [Number]		d. DATE [Date]	
22. ACCOUNTING CLASSIFICATION [Classification]		23. COLLECTION DATA [Data]		24. COMPUTED BY [Name]		25. AUDITED BY [Name]	
26. TRAVEL ORDER/AUTHORIZATION POSTED BY [Name]		27. RECEIVED (Payee Signature and Date or Check No.) [Signature/Date/Check No.]		28. AMOUNT PAID [Amount]			

The travel order number can be found in block

You'll be notified in a reply to your ticket when your voucher is processed. The HQ RIO website updates expected processing times weekly. You can check them out [HERE](#).