

IDT Travel & IDT Lodging

A Quick Guide from HQ RIO

How to submit a DTS Authorization & Voucher for IDT Travel & IDT Lodging combined.

This guide is specific to IDT Outside Normal Commute Distance Travel and IDT Lodging. It will show you how to make travel arrangements and claim expenses including IDT lodging.

****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 learn how to book IDT lodging and IDT travel reservations in DTS and request reimbursement.****

All other travel such as RPA, MPA, AT in conjunction with IDT, and Exercise CED orders are processed through following the DTS Quick Guide instructions:
<https://www.hqrio.afrc.af.mil/Quick-Guides/>

Eligible Reservists that commute 150 or more miles one way for duty at their Permanent Duty Station (PDS) are eligible for travel reimbursement. Verify the official distance following [Steps 7a-b.](#)

An eligible Reservist is either:

- ⇒ a Reservist in grades E-1 thru E-7
- ⇒ **OR**, a Reservist in a qualified in a skill designated as a critical career field.

**** The IDT [critical skills list](#) is subject to change year-to-year ****

You must be eligible for IDT Outside Normal Commute Distance travel reimbursement for this guide.

If you are not eligible, STOP HERE! Refer to the IDT Lodging Only Quick Guide.

This reimbursement is limited to **\$750 per round trip, up to 3 times per fiscal year (FY)** for IMA Reservists, and is for actual expenses incurred.

The AFR IDT Travel Reimbursement program is subject to review and change based on AFR mission requirements, budget forecasts, and program execution.

Refer to the [FY26 AFR Inactive Duty Training Travel Reimbursement Guide](#)

Create Authorization

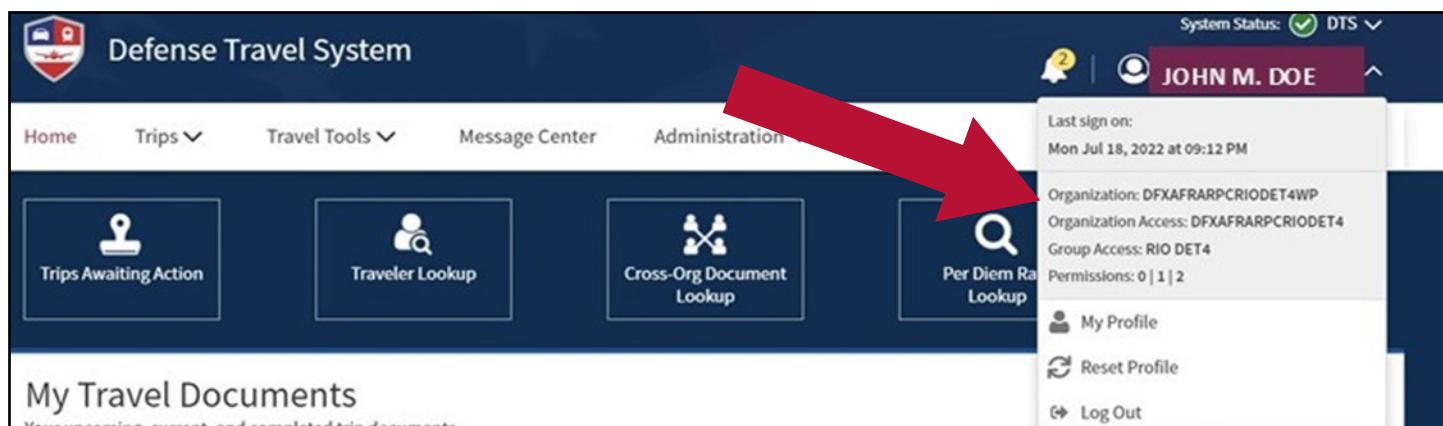
Step 1: Go to the DTS Website (<https://www.defensetravel.osd.mil>) and **log in**.

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 & GTC info here and in the profile tab of any open travel documents.



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

Step 4: Edit the itinerary dates to include the entire IDT duty period.

Step 5: The **TDY location** entered in DTS must match the location stated in Section II of the AF40A. The purpose is **Training** and add the description **IDT Outside Normal Commute Distance Travel**.

YOUR TRIP DETAILS

Type 

Temporary Duty Travel (Routine) 

Purpose 

Training 

Description (optional)

IDT Outside Normal Commute Distance Travel

1857 characters remaining

Conference/Event Name

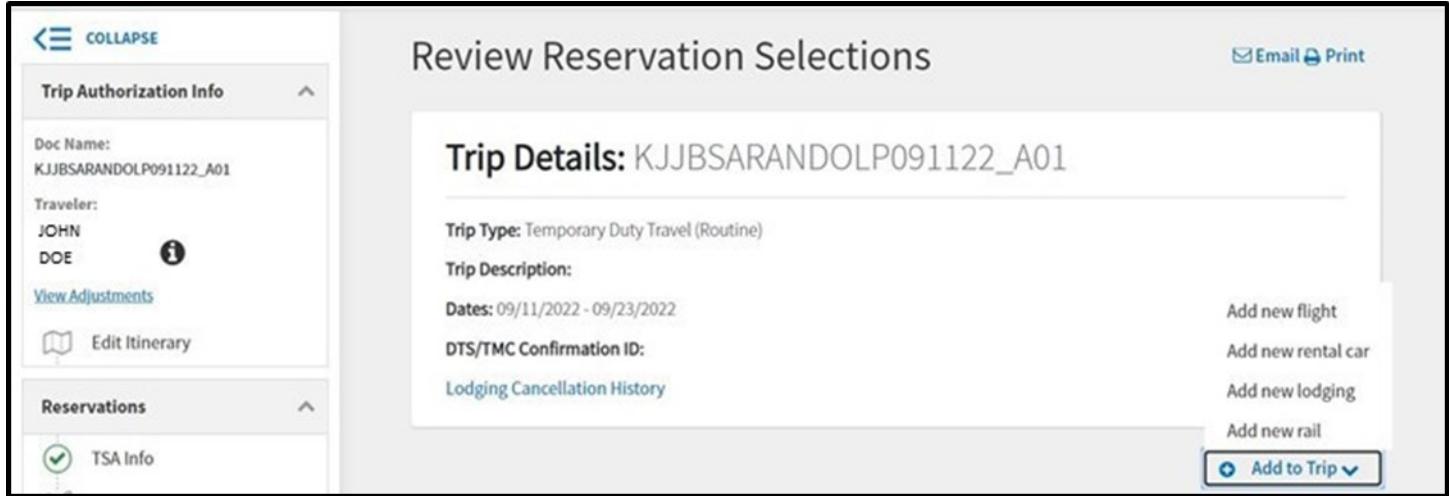
Not attending a conference



II. TRAINING DATA (List each day of training separately)				RETENTION/RETIREMENT (R/R) DATE
DATE (YYYYMMDD)	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATIONS/ REMARKS
20250203	0800-1200 1300-1700	4 4	1 1	Fe Warren AFB, WY 82005 IDT

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.

BE AWARE!!! If you choose to book airfare outside of DTS when the system was available, reimbursement is limited to the amount the Government would have paid if booked through DTS. Transaction fees are not reimbursable.

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 confirm that the rental vehicle is reserved under the [U.S. Government Rental Car Agreement](#). Refer to JTR Section 020209.

Rental car expenses for IDT travel are *only* authorized for the travel legs to and from the IDT location.

A rental car is NEVER authorized reimbursement during IDT duty on non-travel days!!

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

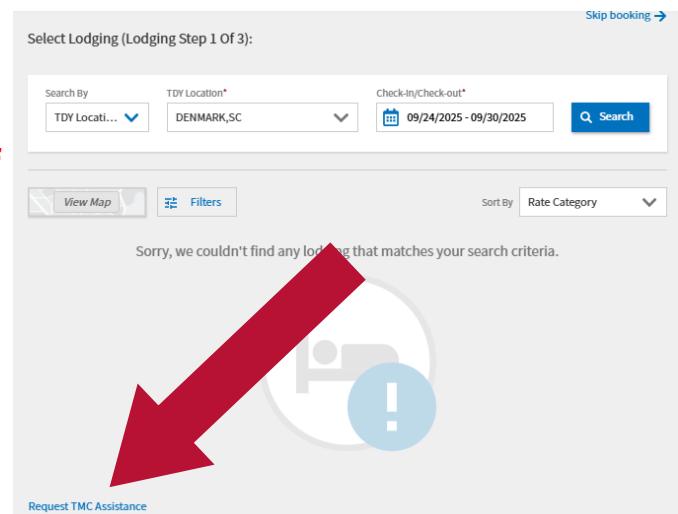
Rooms at properties in the preferred commercial lodging program are not available at the TDY location for the time period from 09/22/2025 to 09/24/2025. User provided option to select Commercial Fire Safety Act Compliant or Commercial Other Published Rates properties. Reimbursement Limitations are not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

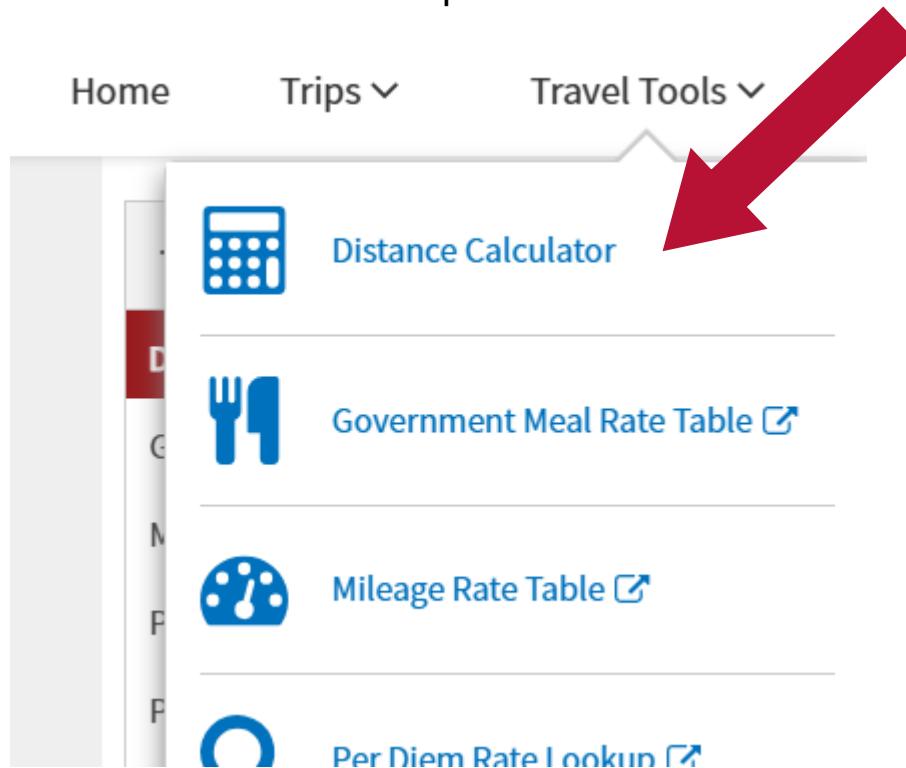
Transportation

Step 7. 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.

Step 7a. You must determine the official distance by using the **Distance Calculator** under the Travel Tools drop-down menu.



Transportation

Step 7b. Enter the zip codes for the starting location as the home address stated on the AF40A to the ending location as the IDT Location in Section II on the AF40A, then click **Calculate**. Switch the starting and ending locations for the return leg and annotate the two distances. You will need to enter this distance in the next steps.

Distance Calculator

Calculate the distance between two cities using the Defense Table of Official Distances (DTOD).

STARTING LOCATION [Choose a different location](#)

CITY	STATE/COUNTRY	OFFICIAL DTOD LOCATION
Greenland	NH	03840 Greenland, NH, Rockingham

ENDING LOCATION [Choose a different location](#)

CITY	STATE/COUNTRY	OFFICIAL DTOD LOCATION
Seymour Johnson AFB	NC	27531 Seymour Johnson AFB, NC, Wayne

Calculate Distance [Reset Page](#)

DISTANCE CALCULATION

Total Distance

768 mi [Copy to Clipboard](#)

FROM TO

03840 Greenland, NH, Rockingham 27531 Seymour Johnson AFB, NC, Wayne

If the official distance is less than 150 miles, STOP HERE! You are not eligible for IDT Travel reimbursement. Refer to the IDT Lodging Only Quick Guide.

Step 7c. Add the Expense type **Other Mileage Rate POV - IDT outside local comm dist** for both departure and return travel legs. Enter the official distance. NOTE: Some routes have a different official distance for departure versus return leg, so calculate both separately in the previous Step 7b.

Lodging

Step 9: On the **Per Diem** page, click **Edit** to open the **Adjust Per Diem Amounts** box and set the **Adjustment Date Range** to IDT lodging range.

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 *

10/06/2025 - 10/20/2025

Step 10: Select **Special Meal Rate** and Meal Cost \$0.

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

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 rates.

Field Conditions

Adverse Effects (Commercial Qtrs)

Inactive Duty Training (Local)

Lodging

Step 11: Check the box **In Place Travel (receive full per diem)** under the 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)

OCONUS Incidental Amount (reduced rate)

In Place Travel (receive full per diem)

Step 12: Enter the nightly lodging rate in the **Lodging Cost** box. If you made lodging reservations in DTS, this should automatically be populated. If you did **not** reserve lodging in DTS, check with the hotel that have entered the correct nightly rate.

LODGING COST (Locality rate: \$148.00)

\$ 133.20

[Currency Converter](#)

M&IE COST (Locality rate: \$80.00)

\$60.00 [Currency Converter](#)

Lodging

Step 13: You have now adjusted the nights that you have reserved IDT lodging, yet the last day of travel still needs to be adjusted to reduce the M&IE rate to \$0. Click **Edit** to open the Adjust Per Diem Amounts box again, set the **Adjustment Date Range** to the final day. Follow the same previous steps by clicking the radio button for **Special Meal Rate** set to **\$0**. Check the box for **In Place (receive full per diem)**, then edit the **Lodging Cost** to **\$0**.

Step 14: Verify that you have adjusted the M&IE accurately to reflect \$0.

NOTE: You are authorized meal cost reimbursement on the first and last travel day only with itemized receipts. You may claim this expense in the Voucher. The Authorization will be left \$0 until actual expenses are incurred.

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 10/06/2025 First Day Code: SPEC	\$133.20	\$133.20	\$0.00 ⋮
> 10/07/2025 - 10/20/2025 Code: SPEC	\$133.20	\$133.20	\$0.00 ⋮
> 10/21/2025 Last Day Code: SPEC	\$0.00	\$0.00	\$0.00 ⋮

THE FOLLOWING STEPS ARE TO RESERVE OR CLAIM IDT LODGING COSTS THAT EXCEED THE MAXIMUM LOCALITY LODGING RATE.

SKIP TO STEP 21 IF THIS DOES NOT APPLY.

Lodging (AEA)

Step 15: 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 per diem rate with justification.

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED	
> 10/06/2025 First Day Code: SPEC	\$160.00	\$133.20	\$0.00	⋮
> 10/07/2025 - 10/20/2025 Code: SPEC	\$160.00	\$133.20	\$0.00	⋮
> 10/21/2025 Last Day Code: SPEC	\$0.00	\$0.00	\$0.00	⋮

Step 16: To request an AEA for lodging, adjust the per diem by editing the per diem location and check the box **Adverse Effects (Commercial Qtrs)** under **Duty Conditions** section. Check the box for **Actual Lodging Cost (over per diem)** under Other Entitlements. DTS will automatically uncheck In Place Travel (receive full per diem) that you previously marked. Don't worry and proceed to **Save**.

Duty Conditions

Duty conditions affect your lodging and M&IE per

Field Conditions

Adverse Effects (Commercial Qtrs)

Inactive Duty Training (Local)

Aboard a U.S. Vessel

Authorized Trip Home

Training Type

Select

Other Entitlements

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: \$604) ⓘ

OCONUS Incidental Amount (reduced rate)

In Place Travel (receive full per diem)

Lodging (AEA)

Step 17: You'll notice after the previous step the Lodging Allowed has been corrected to match the actual expense amount above the maximum rate. However, DTS has reset the M&IE on the first day that you will need to correct.

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 10/06/2025 First Day Code: ACTL	\$160.00	\$160.00	\$60.00
> 10/07/2025 - 10/20/2025 Code: ACTL	\$160.00	\$160.00	\$0.00
> 10/21/2025 Last Day Code: SPEC	\$0.00	\$0.00	\$0.00

Step 18: Edit the first day of travel and check the box back to **In Place Travel (receive full per diem)** under the Other Entitlements. This will undo the Actual box that you just did and that is okay. This is a DTS workaround that works.

Check that the **Lodging Cost** is accurate and adjust, if necessary. DTS often defaults to the maximum locality rate each time you edit.

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)

OCONUS Incidental Amount (reduced rate)

In Place Travel (receive full per diem)

Lodging (AEA)

Step 19: Verify that the adjustments are accurate by **M&IE set to \$0** and that the **Lodging Cost matches the Lodging Allowed** amount.

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 10/06/2025 First Day Code: ACTL	\$160.00	\$160.00	\$0.00
> 10/07/2025 - 10/20/2025 Code: ACTL	\$160.00	\$160.00	\$0.00
> 10/21/2025 Last Day Code: SPEC	\$0.00	\$0.00	\$0.00

Step 20: Add **justification to the Approving Official** under the **ACTUALS EXPENSE** box in the **Other Auths and Pre-Audits** page including, at a minimum, the 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 here.

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.

AF Form 40A

Step 21: Click Next or Expenses. In this section, click the blue button **Add** and attach a copy of your AF40A(s) under Expense Type: **Travel Orders**. The AF40A does *not* need to be fully signed in the authorization.

REMINDER! Your authorization cannot be approved without the AF Form 40A!

Enter Expenses

Sort By Date (Newest) ▼ Expand All ↔ PDF Red Arrow Add

Add New

Select Type* Travel Orders Attach Document View Attachments(1)

Submit Date 12/04/2025

Notes* AF Form 40A

Cancel Add

Record of Individual Inactive Duty Training (Use to report days within the same month)

Privacy Act Statement

This form requires collection and maintaining information protected by the Privacy Act of 1974. System of Records Notice FO36 AF PC C applies.

AUTHORITY: Title 10 U.S.C., Section 12732, Executive Order 13478 and Executive Order 9397 (SSN).

PRINCIPAL PURPOSES: To record Reserve Member's Inactive Duty Training (IDT) for payment, and/or points for years of service credit, and determining fulfillment of requirements for retention in Ready Reserve.

ROUTINE USES: Information may be disclosed to individual's employers to verify military duty.

DISCLOSURE IS VOLUNTARY: Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.

I. PERSONAL/PAY DATA (Type or print clearly in ink)

RANK	NAME (Last Name, First, MI)	HOME MAILING ADDRESS	<input type="checkbox"/> CHECK IF NEW
		Street Address	
	RPO (IMAs) UNIT (Unit Reservists)	City	State <input type="checkbox"/> ZIP
		E-MAIL	

PAY STATUS (MUST use separate form for pay and non-pay. Non-pay IDTs - submission to ARPC/DOFTA applies to IMAs Only)

<input type="checkbox"/> PAY	<input type="checkbox"/> NON-PAY
<input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) (Provide authorizing documents)	<input type="checkbox"/> Other

INCENTIVE/SPECIALTY PAY Aviation Career Incentive Pay (ACIP) Equivalent Training Telecommuting

TYPE OF TRAINING Training Period Points Only Reschedule

Constructively Present Excused Unexcused Readiness Management

II. TRAINING DATA (List each day of training separately)

DATE (YYYYMMDD)	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATIONS/ REMARKS

III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE (Complete and return to reservist prior to the reservist reporting for scheduled training)

See AF 34-246, Air Force Lodging Program, and AF 34-239, Food Service Management Program. The Authorizing Official is the commander of the assigned/attached unit or a representative designated in WRITING. Subsistence-in-kind is authorized for enlisted members in a pay status if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservists must pay the full food charge. The Authorizing Official is the commander of the assigned unit or representative in WRITING.

LOGGING SUBSISTENCE AUTHORIZING OFFICIAL'S TITLE AUTHORIZING OFFICIAL'S SIGNATURE AND DATE

YES NO YES NO Click to sign

CERTIFICATION (Certifying Official is the military member or civilian who supervised the training and had knowledge it was performed)

The penalty for falsely making such claims is a maximum of \$10,000 or maximum imprisonment of 5 years (Title 18 U.S.C., Section 2317). By signing this statement, the form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.

CERTIFYING OFFICIAL'S NAME/GRADE (Type or Print legibly in ink) OFFICIAL'S SIGNATURE AND DATE Click to sign

V. DISTRIBUTION

The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs to HQ ARPC/DOFTA (IMAs and IMRs only) 18420 E Silver Creek Ave. Bldg 390 MS 68 Buckley AFB, CO 80011-9502; for Non-Paid IDTs no later than 2 days for unit members and 30 for IMAs and IMRs after the member completes the training. One copy each to supervisor, member, and lodging. For Unit Assigned Reservist UTAPS electronic generated AF IMT 40A will be used to the maximum extent possible. When manual AF FM40A is used, duty information must be entered into UTAPS before actual performance of the duty.

PRIVACY ACT INFORMATION:

The information in this form is for OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.

AF FORM 40A, 20120430 PREVIOUS EDITIONS OBSOLETE

Expenses

Step 22: 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 IDT travel.

- ◆ TNC Fares (Rideshare) - TDY Area - OR - Taxi - To/From Terminal
- ◆ Private Auto - To/From Terminal
- ◆ Parking - At The Terminal
- ◆ 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 - To/From TDY (*only used when reservations made outside of DTS*)
- ◆ Rental Car - Fuel/Charging
- ◆ TMC Fee

For OCONUS Travel

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

It is important to include every expense that you expect to incur.

This provides the most accurate estimate of the total cost in advance of traveling allowing your financial management decision makers to accurately project and execute the fiscal year budget.

Accounting

Step 23: On the **Accounting** page, click the **Add LOA** button and use the **search bar** to select the following two lines of accounting:

26 IDT TRAV ENL (for Enlisted personnel only)

26 IDT TRAV OFF (for Officer personnel only)

26 IDT LODGE OM

Click the **Add LOA** Button.

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)

ACCOUNTING LABEL 26 IDT LODGE...	ORGANIZATION DFXAFRARP C RIO
ACCOUNTING LABEL 26 IDT TRAV ...	ORGANIZATION DFXAFRARP C RIO

Add LOA 

Allocations [Edit LOA Allocations](#)

Ensure All LOA's are allocated

Allocated by Category

[Hide Details ▾](#)

26 IDT LODGE OM	26 IDT TRAV ENL		
<input type="checkbox"/> This LOA has no allocations	CATEGORY	ALLOWED	ACTUAL
	COM. CARR.-I	\$126.00	\$126.00
	LODGING	\$1417.50	\$1417.50
	TRANSPORT	\$170.00	\$170.00
	Sub Total	\$1713.50	\$1713.50

Accounting

Step 24: Select the **Edit LOA Allocations** button. Select **Category** as the Allocation Method. Select the Lodging category to **IDT LODGE OM** and the rest of the expenses set to **IDT TRAV ENL/OFF**. Click **Save**. Verify that only lodging costs are allocated to the IDT LODGE OM line of accounting.

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

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

Allocate Lines of Accounting Edit LOA Allocations

Allocations

Ensure All L
 Allocated by Category

Allocation Method* ▼

Category ▼

COM. CARR.-I
26 IDT TRAV ENL ▼

LODGING
26 IDT LODGE OM ▼
26 IDT LODGE OM ▼
26 IDT TRAV ENL ▼

TRANSPORT
26 IDT TRAV ENL ▼

Allocations Edit LOA Allocations

Allocated by Category

Hide Details ▲

26 IDT LODGE OM			26 IDT TRAV ENL		
CATEGORY	ALLOWED	ACTUAL	CATEGORY	ALLOWED	ACTUAL
LODGING	\$1417.50	\$1417.50	COM. CARR.-I	\$126.00	\$126.00
Sub Total	\$1417.50	\$1417.50	TRANSPORT	\$170.00	\$170.00
			Sub Total	\$296.00	\$296.00

Profile / Other Auths & Pre-Audit

Step 25: 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:

- View Adjustments**
- Edit Itinerary**
- Reservations** (selected):
 - TSA Info** (checked)
 - Flight: DAY - SAT**
 - Flight: SAT - DAY**
 - Lodging (JBSA-RANDOLPH ...)**
 - Review Reservations**
- JOHN DOE**
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
- Exp. Date**
10/24
- Checking Account**
Account ending in 1234

Open Profile button is at the bottom right.

Step 26: 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.

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 *

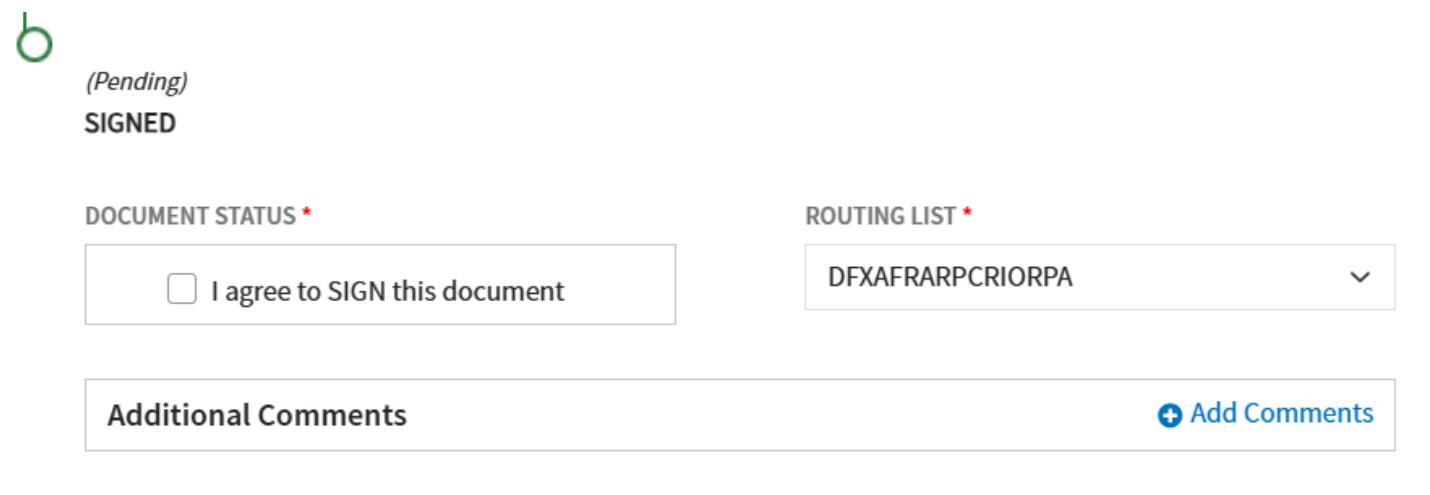
[Add Justification](#)

Sign & Submit

Step 27: On the **Sign & Submit** page is where you will select the **DFXAFRARP CRIORPA** routing list and add necessary comments. After signing, the authorization routes to your **DTS Approving Officials**. Please ensure your authorization is submitted at least two weeks prior to travel.

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.



The screenshot shows a user interface for signing a document. At the top left is a green circular icon with a white letter 'b'. To its right is the text '(Pending)' and 'SIGNED'. Below this is a section for 'DOCUMENT STATUS *' containing a checkbox labeled 'I agree to SIGN this document'. To the right is a 'ROUTING LIST *' dropdown menu set to 'DFXAFRARP CRIORPA'. At the bottom is a 'Additional Comments' input field with a 'Add Comments' button to its right.

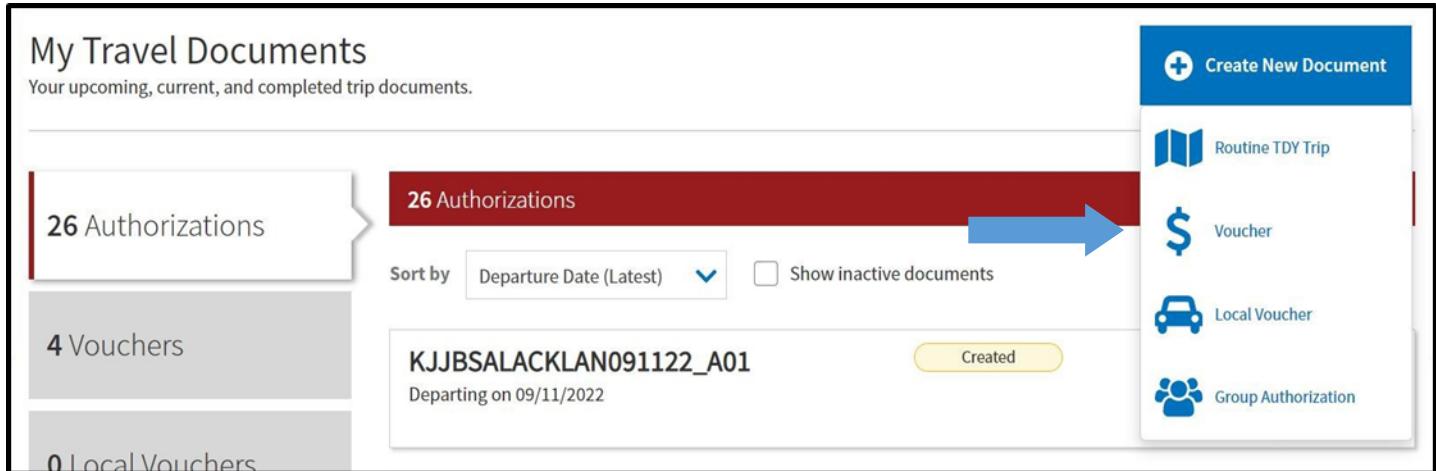
Refer to the [Defense Travel Management Office Information Paper 72-Hour Air Reservation Auto Cancellation](#) for more information.

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 28: 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

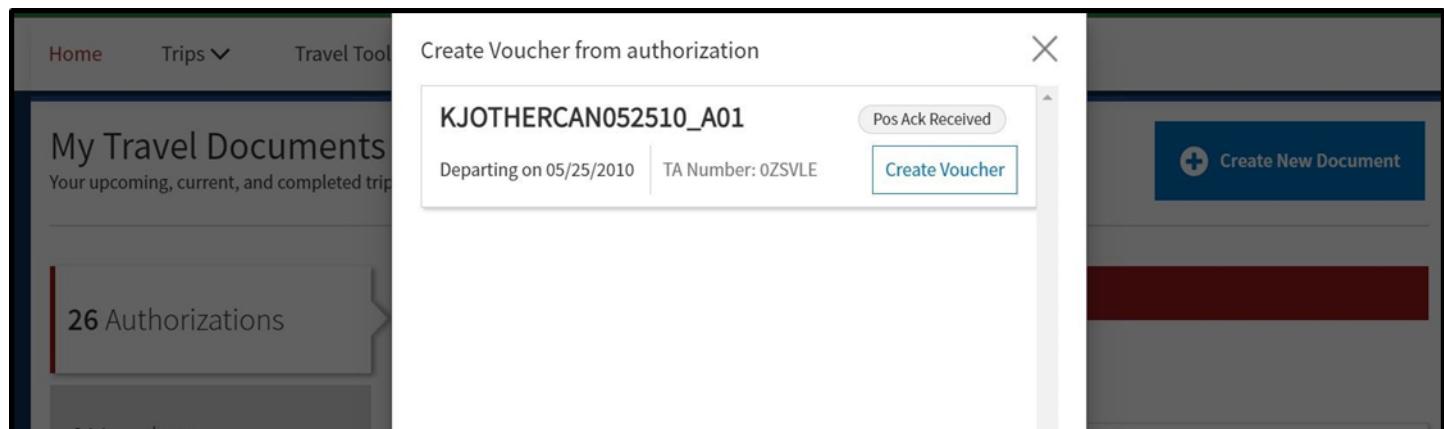
Sort by Departure Date (Latest) Show inactive documents

KJJBSALACKLAN091122_A01
Departing on 09/11/2022 Created

Create New Document

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

Step 29: 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

Expenses

Step 30: 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 31: Go to **Expenses** and edit each expense for actual costs incurred. Add any expenses that you would like to claim that was not included in the original authorization such as TMC Fee (IBA) or other lodging associated expenses.

Step 32: You are authorized to claim **meal expenses** incurred while traveling to and from the IDT location, but not while in place. The meal cost includes tips and taxes, but excludes alcohol beverages, up to the maximum locality meal rate. **An itemized receipt that includes the description of what was purchased is required.** A single payment slip without the description is not acceptable.

To claim a meal expense, you will navigate to the **Per Diem** page. Click **Edit** on the first or last day only, as applicable, to open the **Adjust Per Diem Amounts** box. Enter the **Meal Cost** amount.

Adjust Per Diem Amounts X

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

Adjustment Date Range * ▼

10/06/2025 - 10/06/2025

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 ▼

\$ 54.98

TIP!
The maximum allowed meal cost is stated here.

LODGING COST (Locality rate: \$148.00)	M&IE COST (Locality rate: \$80.00)
\$ 89.00	\$ 0.00 Currency Converter

Lodging & LOA

Step 33: In the **Per Diem** page, adjust the **Lodging** amount to match the actual receipt charges, if necessary.

NOTE: Lodging taxes are entered differently depending on the location.

- For **CONUS** travel and **non-foreign** travel (including Hawaii, Alaska, and US territories) – Do not include taxes in the lodging amount entered on the **Per Diem** page. Enter taxes separately on the **Expenses** page.
- For **OCONUS foreign** travel – Lodging and taxes are combined and entered together on 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 15 for instructions.

Step 34: Verify the daily Meals & Incidental (M&IE) rate is set to \$0 on the non-travel days. You may claim meal costs on the first and last day of travel. See previous Step 32 for instructions on how to claim meal expenses.

Step 35: Verify the total amount allocated to IDT TRAVEL LOA on the **Review Voucher** page and adjust expense amounts, if necessary. **The total cost for IDT Travel must not exceed \$750.**

Accounting Expand All | Collapse All

[Go to Accounting](#) →



ACCOUNTING CODES

2 LOA's allocated by Category

ACCOUNTING LABEL	ORGANIZATION	ALLOCATED BY	ALLOWED	ACTUAL
26 IDT LODGE OM	DFXAFRARP C RIO	Category	\$1417.50	\$1417.50
Show Details ▾				
26 IDT TRAV ENL	DFXAFRARP C RIO	Category	\$750.00	\$750.00
Show Details ▾				

Review Voucher

Step 36: Review the voucher to verify that all supporting document is attached. Additional supporting documentation is added in the **Expenses** page using the **Add** button. Required documents are:

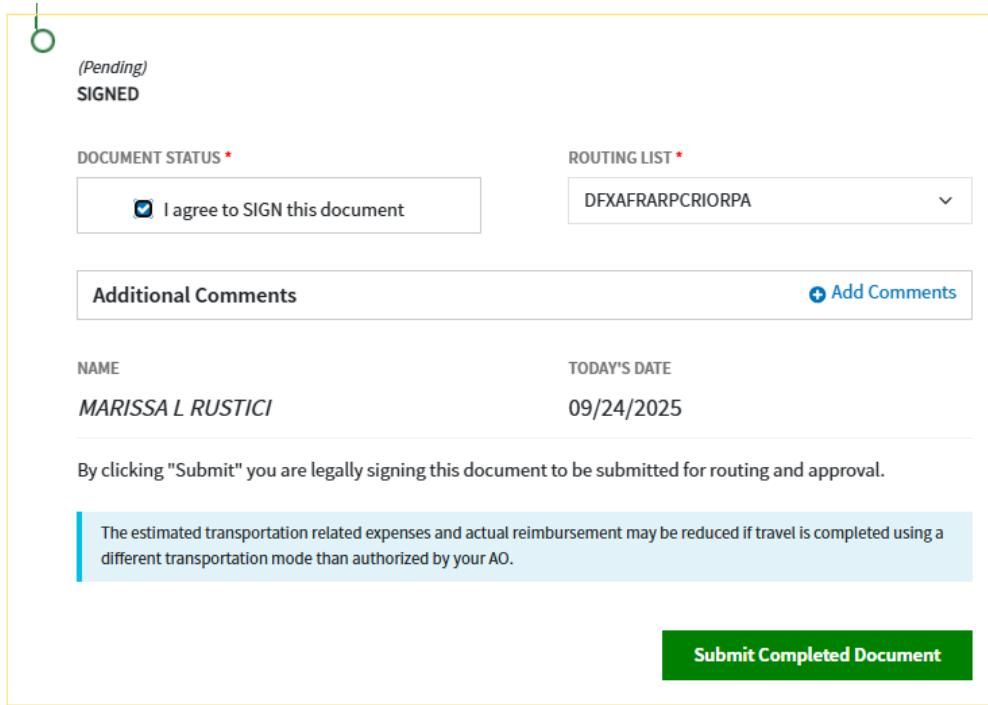
- ◆ AF40As with all three signatures
- ◆ If AF40As are unsigned: UTAPS calendar showing IDT days as Paid (color: black). If you are unable to access UTAPS for the calendar portion only, a copy of your LES showing the dates as paid is also acceptable. AF40As are ALWAYS required.
- ◆ Statement(s) of lodging non-availability (*if booked outside of DTS*). This applies to DoD Lodging, Privatized Army Lodging, and DoD Preferred Commercial lodging.
- ◆ ALL receipt(s) are required for IDT Travel, regardless of amount (except for tolls). The meal receipts must be itemized to show the description of what was purchased. Alcohol is not reimbursable. Items purchased at a grocery store or food/drinks paid with a reloadable gift card are not acceptable.
- ◆ Constructed Travel Worksheet (CTW), *for mileage claims only*
- ◆ 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.

An invalid receipt is the most common reason an expense claim is not reimbursable. The Defense Travel Management Office (DTMO) Information Paper: [What is a Valid Receipt?](#) is a great resource tool for determining whether or not your receipt is acceptable.

Pre Audit / Sign and Submit

Step 37: 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 38: On the Sign & Submit page, **check the box** “I agree to SIGN this document” and choose the **DFXAFRARP CRIORPA 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. At the top, a green circular icon with a white 'S' and the text '(Pending) SIGNED' are displayed. Below this, there are two main sections: 'DOCUMENT STATUS *' and 'ROUTING LIST *'. The 'DOCUMENT STATUS *' section contains a checkbox labeled 'I agree to SIGN this document' which is checked. The 'ROUTING LIST *' section shows a dropdown menu set to 'DFXAFRARP CRIORPA'. Below these sections is a 'Additional Comments' input field and a 'Add Comments' button. Further down, there are 'NAME' and 'TODAY'S DATE' fields, both of which are populated with 'MARISSA L RUSTICI' and '09/24/2025' respectively. A note below states: 'By clicking "Submit" you are legally signing this document to be submitted for routing and approval.' A separate note in a blue box says: '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 large 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 AF40As fully signed with all three signatures in the expenses section. If the AF40A is unsigned, you must provide a copy of the paid UTAPS calendar or the paid LES.
- 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 Inactive Duty Training, no per diem is authorized, except travel days. See [**Steps 9-14**](#) to set the M&IE rate to \$0.
- 4. Mileage:** If you are authorized to drive, make sure you claim mileage to & from the duty location. Unless you remained at the TDY location to perform another 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 7**](#).
- 6. AirBnB, VRBO, Vacasa:** These types of nonconventional lodging options are normally not allowed due to safety concerns, but may be allowed due to unusual circumstances. Unless explicitly authorized in advance, reimbursement will be limited. Coordinate with your AO for approval. Refer to SAF MFR [ADD LINK]
- 7. Hotel Taxes:** Claim hotel taxes separately from your daily rate for CONUS and non-foreign OCONUS locations ONLY.
- 8. Lodging:** If you do not use the available ILP lodging for your TDY, the reimbursement is limited to what the Government would have paid and you are responsible for all other costs associated with other than ILP site use.
- 9. 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.
- 10. Meal Receipts:** ALL receipts are required for IDT Travel claims. The meal receipts must be itemized to show the description of what was purchased. Items purchased at a grocery store or food/drinks paid with a reloadable gift card are not acceptable.