


# O&M Travel Quick Guide

## A Quick Guide from HQ RIO

How to submit a DTS Travel Voucher for RIO Civilians, RegAF and AGR members

For civilians, RegAF, and AGRs assigned to HQ RIO, you will need to upload the signed HQ RIO TDY Request Form as orders/substantiating document on the Expenses page in your DTS Authorization.

Follow detailed steps in [DTS Quick Guide](#) for additional assistance.



### HQ RIO TDY Request Form

Valid 7/01/2024 - 9/30/2025

Traveler(s):

Purpose:

Dates:

Location(s):

**Additional Actions**

Status

Additional Remarks:

Requested by:

Approved by:

DTS Budget Label:

Current as of 24 July 2024