

IDT Lodging Reimbursement

A Quick Guide from HQ RIO

How to file for IDT Lodging Reimbursement

Members are authorized reimbursement for lodging expenses incurred during IDT periods - paid IDTs and points-only IDTs. The reimbursement entitlement starts for lodging incurred on the night prior to the first IDT through the morning of the last IDT; gaps in IDT days (i.e. any days when at least one IDT, paid or non-paid, is not performed) are not authorized lodging reimbursement. Follow these steps to submit for reimbursement. *NOTE: Use of your government travel card is authorized, and encouraged, for lodging expenses, but not mandatory.*

DOCUMENTS REQUIRED:

- ⇒ Certified 40As (with all 3 signatures) for all periods lodging is being claimed.
 - If certified 40As are not available, Automated 40As (printed/unsigned from UTAPS) can be provided ALONG WITH a color UTAPS calendar showing the dates as paid (black).
- ⇒ A detailed receipt for your lodging expense. Receipt must include the name and location of the lodging, your name, rate charged per night, the dates of your stay, and an itemized break down of any taxes/fees charged.

You MAY need:

- ⇒ A statement of non-availability from on-base Air Force lodging. If you choose to stay off base without receiving a non-availability from lodging, your reimbursement will be limited to the on-base rate.
- ⇒ If duty location has lodging run by a sister service, you must first check for [DoD Preferred Lodging](#) and Integrated Lodging Program (ILP) locations before booking a hotel with a rate at the max locality. If the listed DoD Preferred locations do not have availability, you will need to provide a statement describing the date you attempted to make reservations, along with the phone number and name of the point of contact at the hotel (JTR Supplement AP-ILP-01).
- ⇒ An [MFR](#) from DET or RegAF CC to approve an extra night of lodging if unable to travel home on last day of IDTs.

**Some states exempt military on official travel from lodging taxes. If this applies to your lodging location, you can request to not pay the tax. For a list of states that are exempt and what forms you need to give to the hotel, [CLICK HERE](#). Some hotels won't honor the tax exemption for members in IDT status; in which case you will need to pay the tax and include it with your claim.

This is a sample 40A.

- ⇒ Training location needs to include city and state if not at a US Military base.
- ⇒ IDT dates can be combined on multiple 40As or each day can be on its own 40A.
- ⇒ All 3 signatures are required. If using the automated 40A(s) from UTAPS, a color calendar showing dates as paid (black) needs to accompany the automated 40A(s). The UTAPS calendar MUST show your name.
- ⇒ In Part III, Lodging must be checked "yes" in order to receive reimbursement; however, please keep in mind that you should only check this box if absolutely necessary.

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)			HOME MAILING ADDRESS <input type="checkbox"/> CHECK IF NEW	
RANK TSGT	NAME (Last Name, First, MI) HICKPICKER, PEGGY		Street Address 123 MAIN ST	
SSN 123-45-6789	RPO (IMAs) UNIT (Unit Reservists) 22 CPTS		City AURORA	State <input type="text" value="Colorado"/> ZIP 80011
E-MAIL PEGGY.HICKPICKER@US.AF.MIL				
PAY STATUS (MUST use separate form for pay and non-pay. Non-pay IDTs - submission to ARPC/DPTA applies to IMAs Only)			<input type="checkbox"/> PAY	<input type="checkbox"/> NON-PAY
INCENTIVE/SPECIALTY PAY	<input type="checkbox"/> Aviation Career Incentive Pay (ACIP)	<input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) (Provide authorizing documents)	<input type="checkbox"/> Other	
TYPE OF TRAINING	<input type="checkbox"/> Training Period	<input type="checkbox"/> Equivalent Training	<input type="checkbox"/> Telecommuting	
	<input type="checkbox"/> Constructively Present	<input type="checkbox"/> Points Only	<input type="checkbox"/> Reschedule	
<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Excused	<input type="checkbox"/> Unexcused	<input type="checkbox"/> Readiness Management	
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
20230916	0800-1200	4	1	OFFUT AFB, NE
20230916	1300-1700	4	1	
20230917	0800-1200	4	1	
20230917	1300-1700	4	1	
TOTAL NUMBER OF HOURS WORKED		16	4	TOTAL NUMBER OF POINTS
RESERVIST'S NAME & PHONE (Type or Print legibly in ink) PEGGY HICKPICKER 720-847-1234			RESERVIST SIGNATURE AND DATE Click to sign	
III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE (Complete and return to reservist prior to the reservist reporting for scheduled training)				
See AFI 34-246, Air Force Lodging Program, and AFI 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 reservists 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.				
LODGING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SUBSISTENCE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	AUTHORIZING OFFICIAL'S TITLE MSGT JOHN SMITH		AUTHORIZING OFFICIAL'S SIGNATURE AND DATE Click to sign
IV. CERTIFICATION (Certifying Official is the military member or civilian who supervised the training and had knowledge it was performed.)				
The penalty for willfully making false claims is: A maximum of \$10,000 or maximum imprisonment of 5 years (Title 18 U.S.C., Section 287). By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training periods(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) MSGT JOHN SMITH			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 IDT's HQ ARPC/DPTA (IMAs and IRRs 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 IRRs 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	

- Printing your 40A from UTAPS: Once you've worked your IDTs, go into UTAPS and mark those days as "worked" (they will turn **GREY**). Your supervisor will be notified via email to mark them paid, then they will turn **BLACK**. You must wait for this step before doing the following:

1. Go to REPORTS and select AUTOMATED FORM 40s

2. You will see a screen that shows your name

3. Click the **+** next to your name to expand the selection

4. Scroll until you see the dates for the IDTs

5. Select the FIRST IDT period for the reimbursement claim

6. Select the tab for COMBINE FORM 40As

7. The system will identify the other IDT periods that occur in the same time period. If you have more than seven, you'll need to repeat these steps to produce a second 40A with the remaining periods

8. When you see all the periods (or have limited it to seven), select COMBINE/SAVE

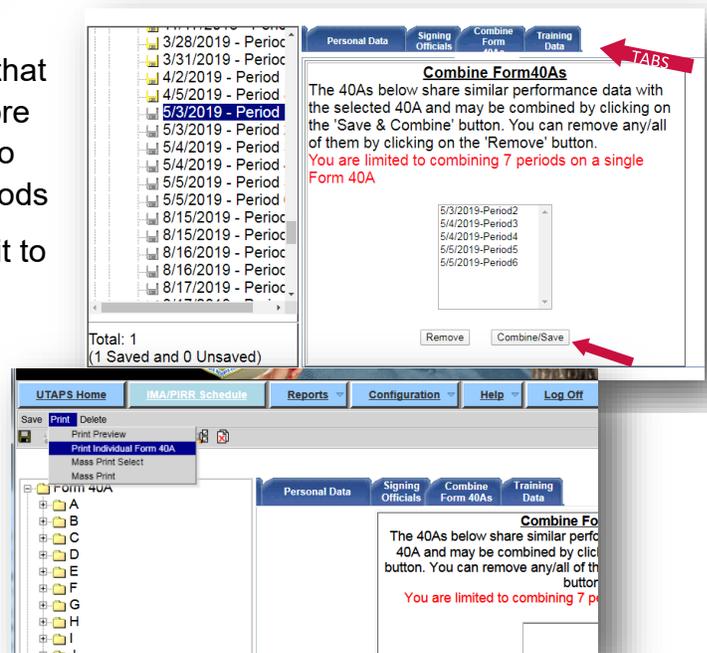
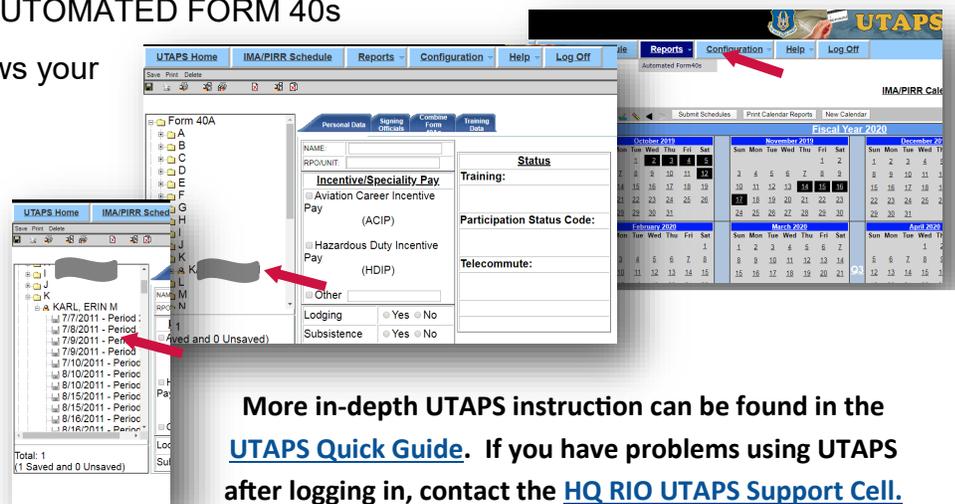
9. The dates on the list will disappear. Next select PRINT INDIVIDUAL 40As. You may be asked to select an approving official. If that happens, go to the second tab, select your approving official and try again

10. You will be asked whether or not to mask your SSN — select **NO**

11. The system will pull up the 40A and you can save it to your computer from there. Your 40A needs to show the city/state/zip for the duty location. *NOTE: The "signature" on an automated 40A is just the typed name of your supervisor.*

- Taking a screen shot of your UTAPS calendar: Make sure the IDTs for this reimbursement have been acted on by your supervisor and are **BLACK** (paid). Have your calendar up on your computer and select the PRINT SCREEN button on your keyboard (for Macs press Command-Shift-3). PASTE that onto a blank document (Word, PowerPoint, Paint, etc.). Please crop out extraneous items from your computer, but be sure you can still see your **NAME**, which is in the upper left-hand corner of the browser window. Save that file as a pdf.

- If it was necessary for you to stay in lodging after your last IDT, you must provide an MFR signed by your detachment or RegAF commander. A template can be found [HERE](#). (Note: The template is written for a Det CC signature. You can also write it for your RegAF CC to sign.)



Non-Availability of On Base Lodging

- ⇒ A certificate of non-availability (CNA) generated from DTS is only acceptable if the lodging is booked in DTS. Starting an authorization to get the non-availability and then booking outside of DTS will not result in an acceptable statement/certificate of non-availability for on-base lodging.
- ⇒ If you are performing AT with IDTs in conjunction and you book your entire stay through DTS, you will need to screenshot that CNA statement and include with your IDT lodging claim.
- ⇒ Calling on-base lodging and receiving a “paper” non-availability is also acceptable. You will also need to verify that all DoD Preferred hotels are full in order to receive reimbursement up to the max locality rate.

Select Lodging

Search By: TDY Location: Check-in/Check-out:

TDY Locati... ▼ OFFUTT AFB,NE ▼ 09/15/2023 - 09/16/2023 Search

[Advanced Options](#)

i DoD lodging unavailable. Certificate of non-availability (CNA: 24AF77588961) created.

[View Map](#) [Filters](#) [Sort By](#) Rate Category ▼

Sorry, we couldn't find any lodging that matches your search criteria.

- ⇒ The advisory below found on the Other Auths and Pre-Audits page of an authorization does not constitute a statement of non-availability. You will not receive this error in a local voucher, but if you receive this error while booking lodging in an authorization (AT w/IDTs), you will need to contact the on-base lodging for a “paper” non-availability.

DOD LODGING CONNECTION ERROR

Connection to DoD Lodging was not available. Reimbursement Limitation will not apply and the user was provided options to use CTO Assistance or book lodging reservations with alternative lodging options.

Create a Local Voucher

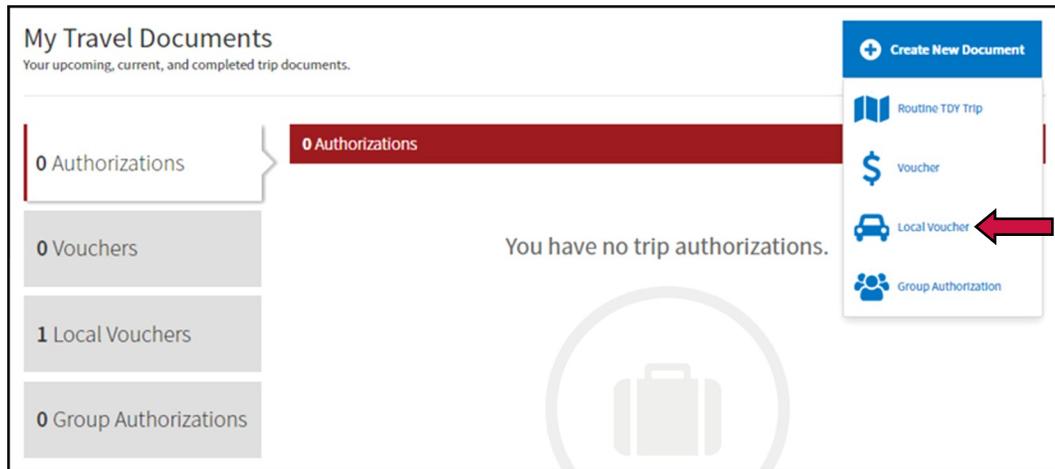
Step 1: Go to DTS Website (<https://www.defensetravel.osd.mil>) and **log in**.

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

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

2b. Click **My Profile**. Verify your email (**add personal email**), address, **banking & GTC** info are updated and current.

Step 3: On the DTS Dashboard select **Create New Document** and then **Local Voucher**.



The Create Local Voucher screen opens and the Progress Bar (left side of the screen) tracks your Local Voucher steps.

3a. Enter the Local Voucher date as the last day of IDTs. Once you save the date, you cannot change it.

3b. In the **Reference** block, enter “IDT Lodging.”

3c. Are you **Attending a Conference or Event?** Select “No.”

3d. Select **Continue** to create the local voucher.

Local Voucher

Enter the local voucher date and specify any conference or event attendance. Expenses can now be added daily until the document is signed.

Create Local Voucher

Local Voucher Date *

09/15/2023

Reference

Are You Attending a Conference or Event? *

No

Cancel **Continue >**

Adding IDT Lodging Expenses

Step 4: Enter your incurred expenses and attach your receipts/supporting documents on the **Enter Expenses** screen. To add expenses select **Add**.

Local Voucher Info

Doc Name: CD091223_L02

Traveler:

[View Adjustments](#)

Create Local Voucher

Finances

Expenses

Accounting

Financial Summary

Review

Review Profile

Review Local Voucher

Pre-Audits

Sign and Submit

Enter Expenses

Verify that each receipt contains the required information for reimbursement. The following are **NOT** receipts: airfare itinerary, rental car booking estimate, hotel online booking confirmation, DTS reservation booking details.

You have uploaded documents waiting to be assigned. [Assign documents now.](#)

Sort By: Date (Newest) | Expand All

Add

Add A New Expense

Expense Summary		
Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$0.00	\$0.00

Continue

Step 5: Select **Other Expenses** and then **Other - Create Your Own**.

Add New

Please select one of the options below

Type to filter

- International Travel Expenses
- Mileage Expenses
- Other Expenses
- Transportation Expenses
- Documents

Add New

Please select one of the options below

Type to filter

- Back
- Other - Create Your Own
- Recruiter - Parking
- Recruiter - Snack
- Returned Payment

5a: Expense Name: IDT LODGING or IDT LODGING TAXES

5b: Purpose: IDT LODGING

5c: Expense Date: Each night of lodging will need to be entered separately by night charged. Taxes & fees also need to be entered separately by night charged. For audit purposes, to reconcile individual entitlements, and to prevent overpayments, the lodging and associated taxes cannot be entered as a date range and “lumped” together in one amount. **see next page for example*

On a regular DTS Auth/ Voucher, there is a per diem section that breaks down lodging by the day; that’s not the case on a local voucher, which is why each night needs to be entered separately.

5d: Method of Reimbursement: if **GTCC** was used, leave as is. If personal CC was used, change to **Personal**.

5e: Click **Attach Receipt**.

The screenshot shows the 'Add New' form with the following fields and actions:

- Select Type*: Other - Create Your Own
- Attach Receipt button
- Expense Name*: IDT LODGING
- Purpose*: IDT LODGING (indicated by a red arrow)
- Expense Date*: 09/20/2023
- Expense Amount*: \$ 100
- Buttons: Cancel and Add (indicated by a red arrow)

The screenshot shows the 'Add New' form with the following fields and actions:

- Select Type*: Other - Create Your Own
- Attach Receipt button
- Method of Reimbursement*: GTCC ending in **0501 (indicated by a red arrow)
- Notes text area (indicated by a red arrow)
- Buttons: Cancel and Add

5f: Select **Browse** to find the correct document. Once the correct file is selected, click **Retain as PDF** and then **Select**. This will take you back to

The screenshot shows the 'Attach Receipt' dialog with the following elements:

- Select a file* input field
- Browse button (indicated by a red arrow)
- Buttons: Back and Select

The screenshot shows the 'Attach Receipt' dialog with the following elements:

- Select a file* input field containing 'LODGING RECEIPT - Last Name.pdf'
- Browse button
- Retain as PDF (e.g., CTW, Digitally Signed PDFs)
- Buttons: Back and Select (indicated by a red arrow)

The screenshot shows the 'Add New' form with the following elements:

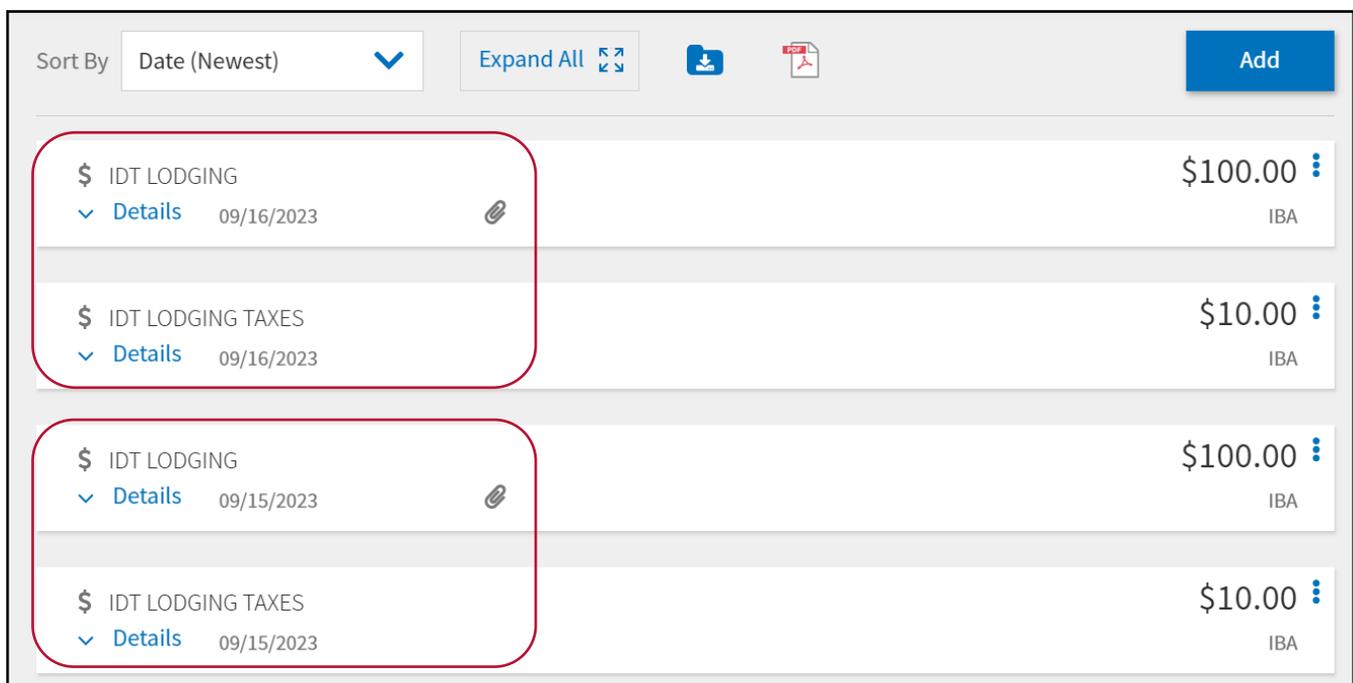
- Select Type*: Other - Create Your Own
- Attach Receipt button
- View Attachments(1) link (indicated by a red arrow)
- Expense Name*: IDT LODGING
- Purpose*: IDT LODGING
- Expense Date*: 09/20/2023
- Expense Amount* field
- Buttons: Cancel and Add (indicated by a red arrow)

5g. After creating the first expense, you can use the “Duplicate Expense” function to easily populate the other days/expenses. You will need to upload the receipt each time.



When all expenses are entered, your voucher should look something like this: Each nightly rate + associated taxes is itemized and claimed separately. The receipt does not need to be attached to the lodging taxes line item.

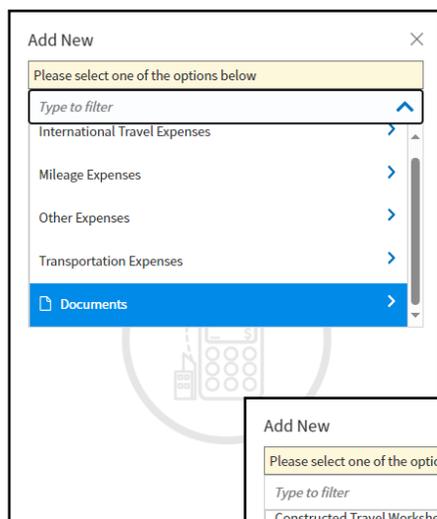
Ensure that lodging (and taxes) are not claimed for unauthorized days. IDT Lodging is only reimbursable for the night prior to your first IDT period through the morning of the last IDT period.



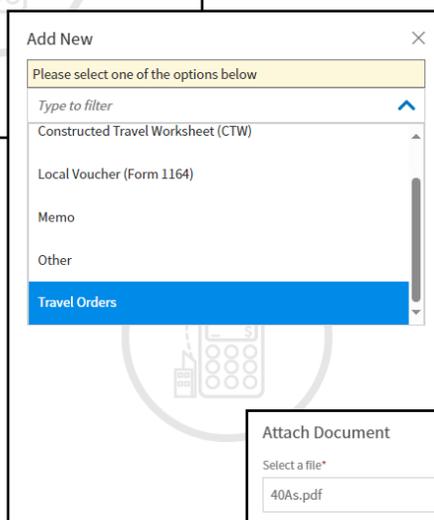
For this example, the member would have been in an IDT status 16-17 Sept.

Upload Substantiating Documents

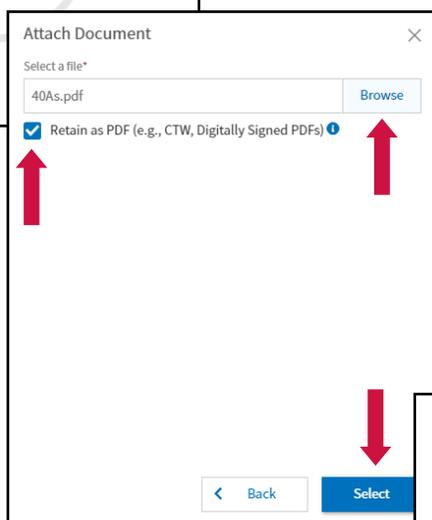
Step 6: Upload automated 40As. Click **Add** and scroll down to select **Documents**. Click **Travel Orders** and then **Browse** to find your 40As. Make sure the **Retain as PDF** box is checked and then click **Select**. This will take you back to the main pop-out. Type *Automated 40As* in the **Notes** box. Click **Add**. Repeat for UTAPS calendar if 40As are not signed.



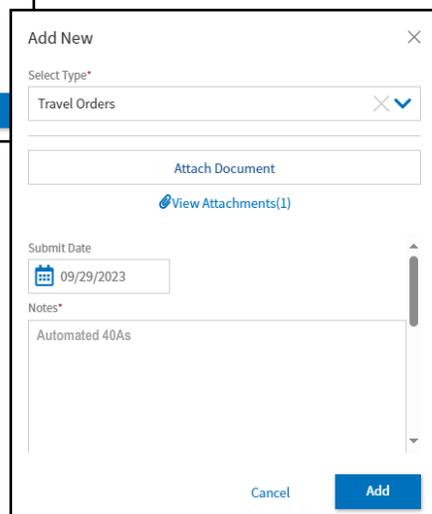
This screenshot shows the 'Add New' dialog box with a search filter. The options listed are International Travel Expenses, Mileage Expenses, Other Expenses, Transportation Expenses, and Documents. The 'Documents' option is highlighted in blue.



This screenshot shows the 'Add New' dialog box with a search filter. The options listed are Constructed Travel Worksheet (CTW), Local Voucher (Form 1164), Memo, Other, and Travel Orders. The 'Travel Orders' option is highlighted in blue.



This screenshot shows the 'Attach Document' dialog box. A file named '40As.pdf' is selected. The 'Retain as PDF (e.g., CTW, Digitally Signed PDFs)' checkbox is checked. Red arrows point to the 'Browse' button, the checked checkbox, and the 'Select' button.



This screenshot shows the 'Add New' dialog box with 'Travel Orders' selected. The 'Attach Document' button is visible. The 'Submit Date' is set to 09/29/2023. The 'Notes' field contains the text 'Automated 40As'. The 'Add' button is highlighted in blue.

Accounting

Step 7: Click **Add LOA** and then search **IDT LODGE**. The 2 digits in the beginning are to designate the fiscal year. Click to choose the Line of Accounting (LOA) that matches your claim. 1 Oct 2023 started FY24, 1 Oct 2022 started FY23, and so on.

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

No Lines of Accounting (LOA) have been added.

ACCOUNTING SUMMARY

Calculated Trip Cost
\$220.00

Back Continue

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

No Lines of Accounting (LOA) have been added.

Search

From DFXAFRARP CRIO >

Shared LOA >

Cross Org LOA >

ACCOUNTING SUMMARY

Calculated Trip Cost
\$220.00

Back Continue

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

No Lines of Accounting (LOA) have been added.

IDT LODGE

23 IDT LODGE OM (DFXAFRARP CRIO)

24 IDT LODGE OM (DFXAFRARP CRIO)

22 IDT LODGE OM (DFXAFRARP CRIO)

ACCOUNTING SUMMARY

Calculated Trip Cost
\$220.00

Back Continue

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: 24 IDT LODGE... ORGANIZATION: DFXAFRARP CRIO

Allocations

This trip is 100% allocated to 24 IDT LODGE OM

Hide Details

24 IDT LODGE OM		
CATEGORY	ALLOWED	ACTUAL
OTHER	\$220.00	\$220.00
Sub Total	\$220.00	\$220.00

ACCOUNTING SUMMARY

Calculated Trip Cost
\$220.00

Back Continue

Click **Continue**.

Financial Summary

Step 8: Verify *Net to Traveler* amount in the *Entitlement Summary* section. If Method of Reimbursement was saved incorrectly for the expenses, you will need to go back to the Expenses section and adjust each expense to reflect the correct method of reimbursement. If everything looks correct, click **Continue**.

Review Financial Summary

Expense Summary	
Reimbursable Expenses	\$220.00
Non-Reimbursable Expenses	\$0.00
Total Expenses	\$220.00

[Show Details](#)

Credit Summary	
Collections	\$0.00
Waiver/Appeals	\$0.00
Net To Traveler	\$220.00
Balance Due US	\$0.00

[Show Details](#)

Entitlement Summary [Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$0.00	\$220.00	\$220.00
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$0.00	\$220.00	\$220.00
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$0.00	\$220.00	\$220.00

Back Continue

Review Profile & Claim

Step 9: Review Profile information. Ensure address, email, and bank account information is correct. Click **Continue**.

Review Profile

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

Profile

 <p>PEGGY HICKPICKER 123 MAIN ST AURORA, CO 80012</p> <p>Permanent Duty Station 18420 E. SILVER CREEK AVE BLDG 390 STOP 68 BUCKLEY SFB, CO</p> <p>Email PEGGY.HICKPICKER@us.af.mil</p>	<p>GTCC Card ending in 0001  Exp. Date 04/24</p> <p>Checking Account Account ending in 0011</p>
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[Open Profile](#)

[< Back](#) [Continue >](#)

Step 10: Review Local Trip Voucher for accuracy. Revisit any areas that need adjusted. Click **Continue** when finished.

Pre Audits

Step 11: Review Pre Audits and provide justification as necessary. If the pre-audit is for a possible excessive expense for lodging or lodging tax, the justification can be **IDT LODGING AUTHORIZED PER ATTACHED 40A**. Click **Continue**.

Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#)

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

5 PRE AUDITS

LOCAL TRAVEL EXPENSE
09/22/2023, 09/21/2023 - EXCEEDS THRESHOLD - 10.0|09/22/2023, 09/21/2023 - EXCEEDS THRESHOLD - 100.0

Justification to Approving Official * [Edit Justification](#)

IDT LODGING

POSSIBLE EXCESSIVE EXPENSE
THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> IDT LODGING > \$0.00

Justification to Approving Official * [Edit Justification](#)

IDT LODGING AUTHORIZED PER ATTACHED 40A

Sign & Submit

Step 12: Check the box to **SIGN** the document. Ensure routing list is **DFXAFRRARPCRIOLOGGING**. Submit Completed Document!

Digital Signature

Local Trip Voucher Status

See where your local trip voucher currently is in the approval process.

[Check document for errors...](#)

09/28/2023 01:41PM
CREATED
NAME
PEGGY HICKPICKER

(Pending)
SIGNED

DOCUMENT STATUS * I agree to SIGN this document

ROUTING LIST * DFXAFRRARPCRIOLOGGING

Additional Comments
Comments are saved after selecting Submit Completed Document

Please contact 720-555-3545, if necessary

41/1959
Close

NAME: PEGGY HICKPICKER TODAY'S DATE: 09/29/2023

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

CONGRATULATIONS!

You've submitted your local voucher for IDT Lodging, 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 Local Vouchers to see the status. Common stamps are **Created**, **Signed**, **Returned**, and **Approved**.

Approval is completed by HQ RIO Travel Reimbursement Office (TRO). For questions or concerns with your claim, please contact your DET **Organization Defense Travel Administrator (ODTA)**.