

# IDT Travel Reimbursement

## A Quick Guide from HQ RIO

How to file for IDT Outside Normal Commuting Distance Travel Reimbursement

IMAs who are at the rank of E-7 and below and those who are on the [Critical AFSC IDT Travel Listing](#) are entitled to reimbursement of travel expenses for getting to and from their unit of assignment. This reimbursement is limited to \$500 per round trip, up to 12 times per fiscal year (FY), and is for actual expenses incurred.

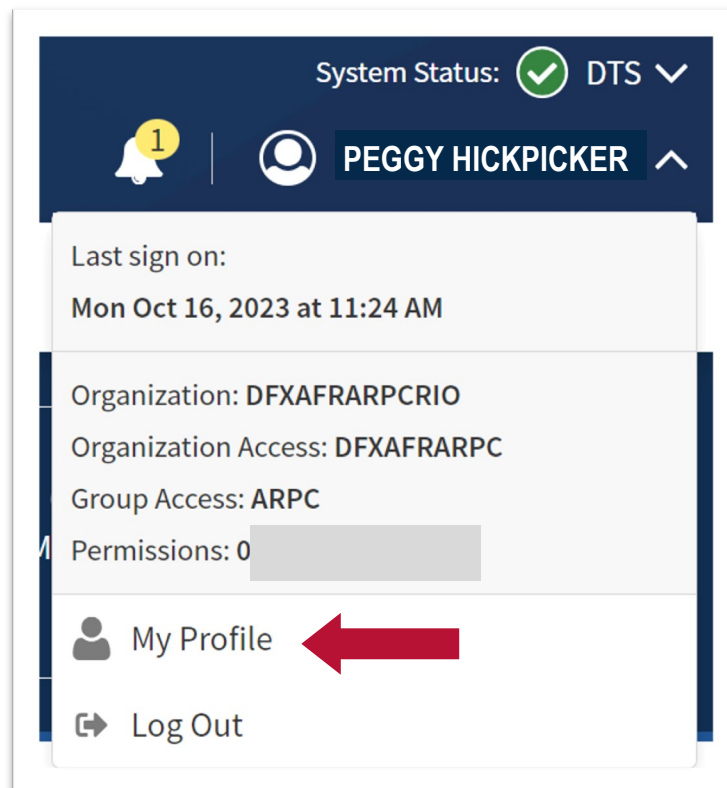
## Generate Authorization

**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 RIO Det & not your RegAF or previous TR unit  
\*Contact your Det **DTS ODTA** to update, 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 (See step 8).



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

**Step 4:** The TDY location should be entered to match the location on the 40As.

**4a:** Purpose: *Training*

**4b:** Description: *IDT TRAVEL OUTSIDE NORMAL COMMUTING DISTANCE*

*\*if traveling by POV,  
choose **OTHER** for  
Traveling By option*

— Itinerary —

### Create Itinerary

**YOUR TDY LOCATION(S)**

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text" value="10/30/2023"/>	<input type="text" value="11/04/2023"/>	<input type="text" value="HILL AFB, UT"/>	<input type="text" value="Air"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>

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### TRIP OVERVIEW

Leaving On <input type="text" value="10/30/2023"/>	Returning On <input type="text" value="11/04/2023"/>
Leaving From <input checked="" type="radio"/> My Residence <input type="radio"/> My Duty Station <input type="radio"/> City or Zip	Returning To <input checked="" type="radio"/> My Residence <input type="radio"/> My Duty Station <input type="radio"/> City or Zip
Trip Duration <input type="text" value="Multi-Day"/>	
Returning By <input type="text" value="Air"/>	
Time of Day <input type="text" value="Morning"/>	

### YOUR TRIP DETAILS

Type

Purpose

Description (optional)  
  
1856 characters remaining

Conference/Event Name  
 Not attending a conference  
 Nothing selected

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

# Reservations

**Step 5:** Book your travel in DTS by clicking **Reservations** & then **Add to Trip**. Choose the method of travel that is applicable & authorized, contact DET AO for further guidance. *\*When booking airfare in DTS, make sure you choose the **GSA Contract Rate**. Any amount above that may not be fully reimbursed.*

Review Reservation Selections

**Trip Details:** ESHILLAFBUT102323\_A01

**Trip Type:** Temporary Duty Travel (Routine)

**Trip Description:** IDT TRAVEL OUTSIDE NORMAL COMMUTING DISTANCE

**Dates:** 10/23/2023 - 10/27/2023

**DTS/TMC Confirmation ID:**

[Lodging Cancellation History](#)

Add new flight

Add new rental car

Add new lodging

Add new rail

**Add to Trip**

\*You may also purchase your airfare outside of DTS, however keep in mind that non-gov't airfare may not be refundable, should you need to cancel.

# Expenses & Per Diem

**Step 6:** Click Next or **Expenses**. In this section **upload your automated 40As** as travel orders. Add any airfare or mileage expenses you expect to incur up to the \$500 limit. Mileage from home to duty location will need to be claimed as *Private Vehicle—GOV Auth & Avail* to be reimbursed at the “Other” rate.

Defense Travel System

Home Trips Travel Tools

System Status: ✔ DTS

**Add New**

Select Type\*

ord

Travel Orders

Select an expense or document from the list to get started.

\$1,320.00

IBA

**Step 7:** Adjust per diem to zero out all days. IDT Travel is reimbursed based on actual expenses and daily per diem is not authorized. On the **per diem** tab, click the 3 dots to edit. Adjust the date range to encompass all days of IDTs. Scroll down to **Duty Conditions** and select **Inactive Duty Training (Local)**. Change **lodging to \$0** and click **Save Adjustments**. Your per diem will update to show \$0. *IDT Lodging will be claimed in a separate DTS local voucher. Use the IDT Lodging Quick Guide found [HERE](#).*

TDY: HILL AFB, UT (5 days)

> 10/23/2023	First Day	\$96.30	\$96.30	\$44.25	⋮
> 10/24/2023 - 10/26/2023		\$96.30	\$96.30	\$59.00	⋮
> 10/27/2023	Last Day	\$0.00	\$0.00	\$44.25	⋮

**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 \*

10/23/2023 - 10/27/2023

**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)
  Potential Unit Messing  
 Aboard a U.S. Vessel
  Hospital Stay

LODGING COST (Locality rate: \$107.00) | M&IE COST (Locality rate: \$59.00)  
 \$0 [Currency Converter](#) | \$44.25 [Currency Converter](#)

[Cancel](#) [Save Adjustments](#)

TDY: HILL AFB, UT (5 days)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 10/23/2023 <span>First Day</span> <span>Code:INDT</span>	\$0.00	\$0.00	\$0.00
> 10/24/2023 - 10/26/2023 <span>Code:INDT</span>	\$0.00	\$0.00	\$0.00
> 10/27/2023 <span>Last Day</span> <span>Code:INDT</span>	\$0.00	\$0.00	\$0.00

**PER DIEM SUMMARY**

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$0.00	\$0.00	\$0.00

[Back](#) [Continue](#)

Click Continue.

**Step 8:** On the **Accounting** page, click the **Add LOA** button and use the **Search bar** to find **24 IDT TRAV ENL** (for enlisted) or **24 IDT TRAV OFF** (for officer)

**Accounting**

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

**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 DFAXFRARPCRIO >
- Shared LOA >
- Cross Org LOA >


**ACCOUNTING SUMMARY**

**Step 9:** 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 be sure.

**Review Profile**


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

**Profile**

 **PEGGY HICKPICKER**  
123 N MAIN ST  
APT 214  
AURORA, CO

**Permanent Duty Station**  
18420 E. SILVER CREEK AVE  
BLDG 390 STOP 68  
BUCKLEY SFB, CO

**Email**  
peggy.hickpicker@us.af.mil

**GTCC**  
Card ending in 5848  **Exp. Date**  
04/24

**Checking Account**  
Account ending in 5848

[Open Profile](#)

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

**Step 10:** Pre-audit: Avail DOD Ldg not used / Avail Preferred Ldg not used / Lodging not used

**10a:** Reason Codes: L4 - Personal choice/limited reimbursement

**10b:** Justification to Approving Official: IDT LODGING REIMBURSED SEPARATELY

*\*Constructed Travel Worksheet is not required. Any pre-audit flags for that reason can have the justification of: NOT REQUIRED*

4 PRE AUDITS

AVAIL DOD LDG NOT USED  
HILL AFB,UT: Available Government DoD lodging was not used for 10/23/2023 to 10/27/2023.

Reason Codes \* ➕ Add Reason Code

L4 - Personal choice/limited reimbursement 🗑 Remove

Justification to Approving Official \*

IDT LODGING REIMBURSED SEPARATELY

33/1967

Cancel Save

## Sign & Submit

**Step 11:** Check the box to “**sign**” the authorization and change the routing list to **DFXAFRARPCRIOIDT**.

Click **Submit**.

The OWC will approve your authorization.

(Pending)  
SIGNED

DOCUMENT STATUS \* ROUTING LIST \*

I agree to SIGN this document DFXAFRARPCRIOIDT

Additional Comments ➕ Add Comments

NAME TODAY'S DATE  
**PEGGY HICKPICKER** 10/16/2023

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

# Completing the Voucher

**Step 1:** You must have an approved authorization to file a voucher. Login to DTS: <https://www.defensetravel.osd.mil> & click **Create New Document** and then **Voucher**.

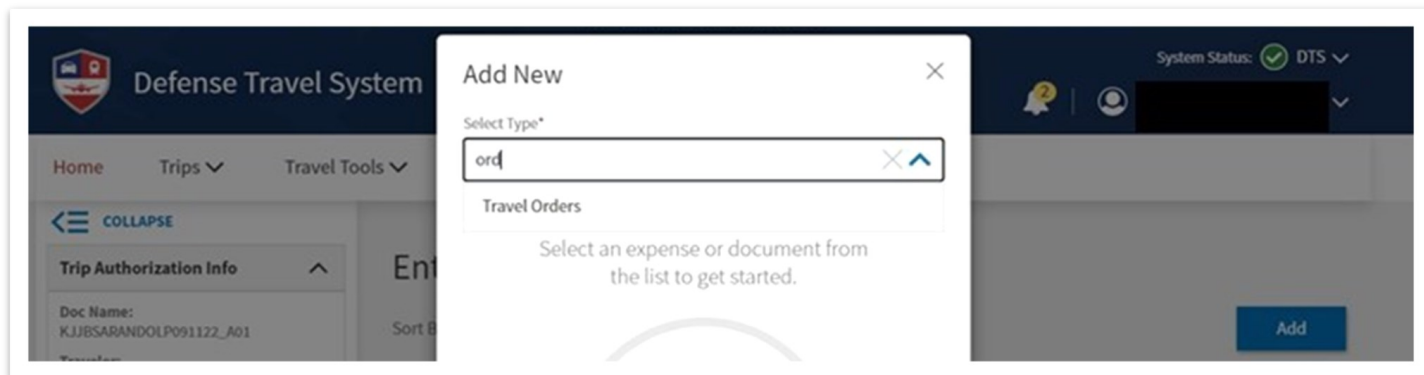
The screenshot shows the 'My Travel Documents' dashboard. On the left, there are summary cards for '26 Authorizations', '4 Vouchers', and '0 Local Vouchers'. The main area displays a list of documents, with the first one highlighted in red: 'KJJBALACKLAN091122\_A01' with a 'Created' status. A dropdown menu is open on the right, titled 'Create New Document', with options: 'Routine TDY Trip', 'Voucher' (indicated by a red arrow), 'Local Voucher', and 'Group Authorization'.

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

The screenshot shows a modal window titled 'Create Voucher from authorization'. It displays details for an authorization: 'KJOTHERCAN052510\_A01', 'Departing on 05/25/2010', and 'TA Number: 0ZSVLE'. A 'Pos Ack Received' status is shown. A blue 'Create Voucher' button is visible, with a red arrow pointing to it. The background shows a blurred view of the 'My Travel Documents' dashboard.

**Step 3:** Click **Expenses** & add incurred expenses up to the \$500 limit. Click **Add** & attach receipts for every expense.

- 3a.** If you flew and booked your lodging through the TMC, you will need to separate your **TMC Service Fee** from your airline ticket & claim them separately. If total airfare + TMC fee exceeds \$500, decrease airfare expense and/or remove TMC fee until total reimbursement is \$500.
- 3b.** If airfare + TMC fee is less than \$500, you may continue adding expenses (mileage to/from the airport, taxis, etc.) until total claim is less than or equal to \$500.
- 3c.** If you drove to the airport and utilized the airport parking, ensure the total of terminal mileage + parking for first and last day is less than the cost of two taxis. Use [taxifarefinder.com](http://taxifarefinder.com) to check the local taxi rates in your area. You can also get quotes from local taxi companies or provide screenshots of Lyft/Uber if costs in your area are higher than normal.
- 3d.** Receipts are required for every expense except mileage and tolls.
- 3e.** Review all expenses and ensure total claim is not more than \$500. Click Continue.



## Per Diem

**Step 4:** When you are finished adding expenses, proceed to the **Per Diem** tab.

- 4a.** Ensure per diem is \$0 for all days. If authorization was approved with per diem or lodging amounts, please **go to page 4 and follow the steps** to decrease per diem.
- 4b.** When per diem tab shows total as \$0, click Continue to move to next screen.



**Step 5:** Double check your information in the Profile section to make sure it is correct.

**Step 6:** If you receive additional **Pre-Audit** flags on the **Other Auths & Pre-Audits** page, **go to page 6 and follow the steps** for justification. Once all flags are complete, click **Next**.

**Step 7:** On the **Sign & Submit** page, provide any extra contact information (phone number and/or personal email) in the Additional Comments section. This is in case there is a question, the AO or Reviewer can reach out. Lastly, click **Submit**.

### **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, Reviewed, Returned, and Approved**.

Your voucher goes through one level for approval. The DTS Approval is completed by the Travel Reimbursement Office (TRO).

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

[Det Contact List](#)

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

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

(Pending)  
SIGNED

DOCUMENT STATUS \*  I agree to SIGN this document

ROUTING LIST \* DFXAFRRARPCRIOIDT

Additional Comments [+ Add Comments](#)

NAME PEGGY HICKPICKER TODAY'S DATE 10/16/2023

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[Submit Completed Document](#)