DD Month YYYY

MEMORANDUM FOR HQ IR RIO/IMA TRAVEL

FROM: (active component supervisor)
   Street Address
   City, State, Zip Code

SUBJECT: IDT Lodging Reimbursement Request – *Rank Last Name, First Name (mbr info)*

1. Request one additional night of lodging be authorized for reimbursement due to …*(explain situation to include mission requirement that requires an additional night of lodging.)*

2. Based on the above information, I approve/disapprove the reimbursement for the additional night of lodging on *date*. I approve/disapprove for the following reason…*(explain reason to include not in status, no prior coordination.)*

3. If you have any additional questions, please contact *Supervisor Rank and Name* at DSN *XXX-XXX or email@us.af.mil*.

                                   SUPERVISOR SIGNATURE BLOCK
                                   Duty Title

1st Ind to Active Component Unit CC

MEMORANDUM FOR HQ IR RIO/IMA TRAVEL

I Concur / Non-Concur with the IDT lodging reimbursement request for *Rank First Name Last Name (mbr info).*

                                   XXXXX X. XXXX, Rank, USAF
                                   Commander