



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG NC 28310-5010

AFRC-PRB

4 MAR 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Reserve Command Inactive Duty Training Travel Reimbursement Program Policy

1. References.

- a. United States Code, Title 37, Section 452.
- b. Joint Travel Regulations (JTR), 1 Jun 20, par. 032304, Inactive Duty Training Outside Normal Commuting Distance.
- c. ALARACT 249/2008, Inactive Duty Training (IDT) Travel Reimbursement, 10 Oct 08.
- d. Memorandum, Headquarters, USARC, AFRC-CG, 30 Nov 18, subject: Army Reserve Command Training Guidance (CTG) Supplemental Training (TY) 2019.
- e. Memorandum, Headquarters, USARC, AFRC-DCG, 3 Mar 20, subject: Army Reserve Command Inactive Duty Training Travel Reimbursement Program Policy.
- f. Department of Defense Instruction 1225.9 (Billeting for Reserve Component Members), 17 Dec 01.
- g. United States Army Reserve FY19 Program Director Guidance, 29 Sep 18.

2. The Inactive Duty Training Travel Reimbursement Program (IDT-TRP) Policy is an excellent tool to improve unit and individual readiness. My intent is to improve the USARC's overall readiness by recruiting and retaining Soldiers in units with hard-to-fill positions, to address officer and enlisted skill shortages, and to posture units in the ready force pool for maximum readiness. Commanders, at all levels, will target the limited resources they have on the Soldiers and units that have the highest payoff in achieving the readiness end state consistent with the Chief of Army Reserve's readiness priorities. Soldiers must understand that the IDT-TRP is not an entitlement. The program is most effective when commanders, staffs, and Soldiers understand the program's purpose.

3. Major Subordinate Command (MSC) commanders will publish an IDT-TRP policy

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with the intent of improving individual and unit readiness objectives within their commands. Within their policies, commanders will designate and prioritize the positions, units, and Military Occupational Specialties (MOS) eligible to participate in the program. The MSC G-1s will be the directorate responsible for the IDT-TRP management. Major Subordinate Commands will submit a copy of their IDT-TRP policy to the USARC G-1 Program Manager NLT 60 days from the date of this policy.

4. This policy restricts eligibility to the Troop Program Unit population in the grades/positions below. Paragraph 5 contains additional qualifying criteria.

a. E1-E9.

b. WO1-WO5.

c. O1-O5.

d. O6. Colonels whose AOC (Area of Concentration) is on the Critical Wartime Shortage List and any O6 deemed mission critical by the MSC Commander because of a critical unit staffing shortage.

e. Soldiers performing Battle Assembly (BA) for "points only" can participate in the program if they have completed Annual Training within the last 15 months.

5. Soldiers authorized to participate in this program are limited to a maximum round-trip reimbursement of \$500 per voucher for expenses they incurred when commuting more than 150 miles (one-way) from their Home of Record (HOR) to their Unit of Assignment (UOA) in accordance with (IAW) the Defense Table of Official Distances for BAs or Rescheduled Training. Reimbursement is limited to 12 vouchers per fiscal year (FY). Soldiers must request reimbursement through the Defense Travel System (DTS) using a local voucher IAW the IDT Travel Reimbursement Guidelines and Procedures (enclosed). A Soldier's HOR is the address maintained in the physical address field within the Regional Level Application Software. A Soldier's UOA is the address listed on the Permanent Order of the Unit Identification Code to which the Soldier is assigned and not attached. Commands will grant exceptions for Soldiers assigned and attached to "Ready Force X" units. Soldiers will be eligible to receive IDT-TRP at their attached-back location only or for valid attachments IAW AR 140-10.

6. Restriction. Soldiers cannot use the IDT-TRP and Lodging-in-Kind (LIK) to pay for the same room simultaneously. Soldiers' UOAs will maximize the use of LIK. See the IDT-TRP guidelines and procedures for further guidance (enclosed).

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7. The USARC G1 will allocate funding to the MSC each FY based on the Commanders Strength Management Module's depiction of Soldiers that commute over 150 miles and using information validated during the Road to Budget. Units will monitor and track local vouchers created in DTS for accuracy of reimbursement and recoup any overages or unauthorized expenses. Commanders will follow the guidance in the IDT-TR Guidelines and Procedures and this memorandum. In addition, Commanders must incorporate internal, fiscal control measures and ensure their subordinate units are in compliance with the policy.

8. If Commanders direct a Soldier to perform IDT in a location other than their UOA and the directed location is outside of the Soldier's normal commuting distance IAW the JTR (i.e. local commuting area), the unit will provide the Soldier with a Temporary Duty (TDY) travel order. Commands will utilize Operations and Maintenance Army Reserve TDY 2080 base funds for full reimbursement IAW Memorandum, HQ, USARC, subject: Funding Travel and Per Diem, 24 Jul 19 (enclosed).

9. This policy is effective the date of this memorandum and supersedes previous policy.

10. Point of contact for this memorandum is Mr. Sam Cherry, USARC G-1, Resource Management Office, at (910) 570-8091 or via email at usarmy.usarc.usarc-hq.mbx.incentives@mail.mil.

FOR THE COMMANDER

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Encls

A.C. ROPER
Major General, U.S. Army
Deputy Commanding General

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Reimbursement Program Policy

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412 TEC

416 TEC

807 MCDS

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Inactive Duty Training Travel Reimbursement Program Guidelines and Procedures Version 2020.1

1. The Defense Travel System (DTS) defines outside the local commuting distance as follows: Troop Program Unit (TPU) Soldiers whose Home of Record (HOR) is 150 miles or greater from their assigned unit in accordance with the Defense Table of Official Distances (DTOD) in the Defense Travel System (DTS). An exception to this definition exists for the non-contiguous states, U.S. Territories, and Possessions requiring off-island/inter A island travel to an Inactive Duty Training (IDT) location that is not normally served by boat/ferry and does not meet the conditions under the Joint Travel Regulation (JTR), section 032304, paragraph 2b.

2. Soldiers are only eligible for the Inactive Duty Training Travel Reimbursement Program (IDT-TRP) for transportation, meals, and lodging expenses they incur commuting to/from their HOR to their Unit of Assignment (UOA) to conduct Battle Assembly (BA). Soldiers are not in a Temporary Duty (TDY) status during BA at their UOA and therefore are not eligible for "travel entitlements." Expenses incurred during the BA period at the UOA (i.e. meals, parking, rental cars, etc.) are not eligible for re-imbusement. Commanders should exercise caution when approving expenses, ensuring the program's purpose/intent. Operational, training, mobilization, and mission expenses have other sources of funding.

3. Soldiers do not have the authority to use the Government Travel Card for transportation, lodging, meals, and incidental expenses. Soldiers will use their personal credit card or another personal method of payment for all transactions under the IDT-TRP. Flights procured in accordance with (IAW) DoDI 4515.16 are an exception to this rule.

4. Soldiers have a 12-voucher limit when requesting reimbursement of travel and transportation expenses for BA or Rescheduled Training (RST) at the UOA. In addition, the Additional Duty Assembly Code 41, Additional Flight Training Program is eligible for the IDT-TRP and is subject to the 12-voucher limit. The IDT-TRP reimbursement will not exceed \$500 for each voucher. The IDT-TRP limits funding to one round trip per voucher, regardless of the number of BAs a Soldier completes. Soldiers must provide the receipts in order to receive reimbursement for all eligible expenses under the IDT-TRP.

a. Transportation reimbursement is for the actual transportation cost when using commercial travel. When Soldiers use commercial transportation (i.e. taxi, rideshare, bus, etc.), they have the authorization for reimbursement between their HOR and the terminal, and between the terminal and the UOA location. When Soldiers use a Privately Owned Vehicle (POV), they receive reimbursement for mileage expenses at the "other rate" (currently 20 cents/mile) per the JTR. Soldiers also receive reimbursement of required fees (i.e. tolls and parking) at their actual cost. When choosing to rent a vehicle, it must be in the class sub-compact or compact. Soldiers must obtain their commander's approval prior to renting a vehicle and justify why they

Inactive Duty Training Travel Reimbursement Guidelines and Procedures Version 2020.1 (continued)

are unable to use a POV or commercial transportation for travel to BA. Commanders will scrutinize rental vehicle authorizations to ensure a valid reason exist to authorize a rental vehicle and submit the authorization with the claim. Due to a recent JTR change to paragraph 032304, the USARC will reimburse rental vehicle expenses in the following manner:

1. When Soldiers rent a vehicle from their HOR to their UOA, they will only receive reimbursement for the days the actual commute begins and ends at BA or BA vicinity (i.e. hotel or other lodging, etc.). Reimbursement is not permissible during the BA days; however, if the commute begins after the final formation, Soldiers are eligible for reimbursement for that day. For example, a Soldier commutes from his/her HOR to a hotel in the BA's vicinity on Friday to attend the scheduled BA on Saturday and Sunday. The Soldier begins his commute home after the final formation/sign-out on Sunday. In this example, Friday and Sunday are reimbursable. For extended MUTAs, Soldiers will not receive reimbursement for rental vehicles for days between the commute start/end. Approving Officials will ensure the itemization of all rental vehicle receipts to show the daily rate and reimburse for the travel days only.

2. When flying to BA, Soldiers should utilize commercial transportation from the terminal to the UOA and from the UOA to the terminal before using a rental vehicle. Commercial transportation will be reimbursable from the terminal to UOA and from the UOA back to the terminal on the days of BA. Units will also reimburse rental vehicles in same manner listed in paragraph 4a(1).

3. Fuel is eligible for reimbursement if the fuel receipt date reflects the day prior to/after BA. Units will not reimburse fuel that is on a pre-pay basis.

4. Rental insurance is not a reimbursable expense.

b. Meals and Incidental Expenses are reimbursable up to 75% of the prevailing Government Services Administration (GSA)-published per diem rate for the duty location for travel days only, not on BA or RST days. When considering reimbursement for meals, travel days are the days preceding/after, but not including the actual days of BA when Soldiers receive Subsistence-in-Kind. Soldiers must provide receipts for reimbursement.

c. Lodging is reimbursable up to the GSA-published lodging per diem rate for the UOA location. Soldiers should utilize Lodging-in-Kind to the maximum extent possible before seeking reimbursement for lodging under the IDT-TRP. Lodging eligibility includes campgrounds and RV parks.

Inactive Duty Training Travel Reimbursement Guidelines and Procedures Version 2020.1 (continued)

5. Individuals will utilize DTS to file a local voucher for reimbursement. Soldiers must provide the following documentation in DTS when submitting for an IDT-TRP reimbursable expense:

a. Certification of Program Eligibility. Soldiers assigned to "Ready Force X" units and attached back to their unit must submit a copy of their attachment order.

b. DD Form 1351-2. Travelers must provide a signed DD Form 1351-2 when the unit is creating and digitally signing the DTS local voucher on their behalf. Soldiers do not need the DD Form 1351-2 if they digitally sign and input the local voucher in DTS.

c. Proof of BA attendance. Provide a copy of the BA sign-in roster showing the Soldier's signature, approved DA Form 1380, or some other form of proof of attendance. Do not upload the entire roster or show Personally Identifiable Information.

d. Receipts. Submit receipts to verify actual expenses (excluding mileage paid at "other rate").

e. DA Form 1380. Submit an approved DA Form 1380 if the duty was an approved RST at the Soldier's UOA.

f. Required Comments. Add the following required comment in the substantiating documents field: "IAW 37USC, 452 (b) (9), IDT TRAVEL OUTSIDE NORMAL COMMUTE (150 miles). Soldier is authorized travel expenses NTE \$500 for travel to and from Inactive Duty Training according to JTR, Paragraph 032304."

6. Soldiers must file their local voucher within 10 days of completing their BA or RST. Commanders must approve Soldiers to file retroactive reimbursements. Commanders will only authorize retroactive reimbursements back to the beginning of the current Fiscal Year (FY).

7. DTS Lines of Accounting. There should be two lines of accounting: one for officer travel (General Fund Enterprise Business System (GFEBS) functional area 1B1202PRID) and one for enlisted travel (GFEBS functional area 1B3202PRID).

8. Major Subordinate Commands (MSC) will receive RPA (APPN: 2070) funds via a Funding Allowance Document in the GFEBS to their respective GFEBS Fund Center. The amounts per command are in the FY Program Budget Guidance issued to the MSC G-8s/RMOs.

9. This program is subject to the availability of funds. Major Subordinate Commands receive funding based on the percent of Soldiers eligible in their command, which is

Inactive Duty Training Travel Reimbursement Guidelines and Procedures Version 2020.1 (continued)

verified during road to budget briefing. If funding is not available, units will notify their eligible Soldiers. There is no additional funding to support unfunded requests.

10. Reporting Procedures.

a. Major Subordinate Commands will provide the USARC G-1 IDT-TRP Program Manager (PM) the contact information of their primary and secondary G1 point of contact (POC). All units will assign an IDT-TRP POC for program management and DTS processing. The MSCs will provide the USARC IDT-TRP PM with a copy of their MSC IDT-TRP policy each FY. The USARC PM may request specific data from each MSC although there are no report requirements.

b. The IDT-TRP POCs will utilize the Commander's Strength Management Module in the Reserve Components Manpower System (RCMS) version 3 to screen for its potential, IDT-TRP-eligible population. The IDT-TRP POCs can request RCMS access at <https://rcms.usar.army.mil/v3/security/login.aspx>.

c. Major Subordinate Commands will train subordinate unit POCs and provide policy guidance on the IDT-TRP. Commanders at all levels must create a policy and will not reimburse claims until a valid unit-level policy exists.

d. If a commander directs a Soldier to perform IDT in a location other than their UOA and the directed location is outside the local commuting area of the Soldier's UOA, the unit will provide a TDY travel order and utilize Operations and Maintenance Army Reserve 2080 base funds for the full reimbursement of travel expenses the Soldier incurs. Units will not utilize IDT-TRP for reimbursement in this situation as the intent of the IDT-TRP is reimbursement of expenses incurred for voluntary travel between the HOR to the UOA (i.e. commuting) and not for travel that is relative to operational, training, or mobilization. See reference memorandum, HQ, USARC, AFRC-CO, 24 July 2019 Funding Travel and Per Diem (paragraph 3) or the most current version).

e. Soldiers will document when they are traveling on days that are not immediately prior/after BA in order to establish travel dates for Line of Duty investigations (i.e. A Soldier travels on Tuesday to the immediate vicinity of BA; however, BA does not start until Saturday-Sunday.) This will ensure commanders are aware when their Soldiers are traveling to BA.

11. Major Subordinate Commands will establish and maintain a training program for the IDT-TRP. This program will familiarize commanders, staffs, and Soldiers with the IDT-TRP procedures and guidelines to facilitate claim filling and adjudicating.

12. Commanders will appoint an IDT-TRP Program Manager (PM) at all levels. Program Managers will ensure the implementation of all aspects of the IDT-TRP and be

Inactive Duty Training Travel Reimbursement Guidelines and Procedures Version 2020.1 (continued)

instrumental in drafting unit policy, answering RFIs, providing training, and monitoring internal controls.

13. Any changes to the JTR, DTS, the USARC G-8's travel and per diem guidance, etc. will supersede these guidelines on their effective date. The USARC PM will update these guidelines, as necessary, to ensure they are in compliance with statutory, regulatory, and/or policy guidance.



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
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AFRC-CO

24 July 2019

MEMORANDUM FOR Resource Management Officers (RMO), United States Army Reserve, Geographical and Functional Commands

SUBJECT: Funding Travel and Per Diem

1. Purpose. This memorandum provides guidance for the proper selection of the appropriation to use for travel and per diem.

2. Use Reserve Personnel, Army (RPA) to fund the following travel entitlements:

a) Troop Program Unit (TPU) Soldier Active Duty (AD). Travel to the Soldier's Permanent Duty Station (PDS) / Unit of Assignment (UOA) to perform AD when they reside outside corporate limits or commuting distance. Active duty categories include Annual Training (AT), Other Training Duty (OTD), ADT- School (ADTS) and Active Duty Operational Support- Reserve Component (ADOS-RC). The Soldier's PDS / UOA is defined as the unit location to which the Soldier is assigned in the Regional Level Application Software (RLAS) system.

(1) Reimbursement of mileage for Soldiers residing inside commuting distance but outside corporate limits is processed in the Reserve Active Duty Attendance Reporting System (RADARS) module of RLAS.

(2) Funding of travel expenses for Soldiers residing outside commuting distance is accomplished by a Defense Travel System (DTS) authorization. The DTS authorization and voucher are approved and published with RPA funds. Commands must ensure the RLAS man-day order does not include a travel Line of Accounting (LOA) to preclude the double-obligation of RPA funds.

(3) For Soldiers participating in or supporting a unit training event on individual OTD or ADOS-RC order will fund travel costs from Home of Record (HOR) to the initial duty station and return with an RPA LOA.

b) TPU Soldier Inactive Duty Training (IDT). Travel Reimbursement Program (IDT-TRP). Soldiers who are authorized participation in the IDT-TRP are reimbursed for commuting transportation expenses (up to \$500 per round trip as of 26 FEB 2018) for travel to their UOA for each Battle Assembly (BA). Follow Enclosure 1, Inactive Duty Training Travel Reimbursement Guidelines and Procedures to create a local voucher in DTS to reimburse in accordance with (IAW) Joint Travel Regulation (JTR) Paragraph 032304 and IDT- TRP Guidelines and Procedures. The USAR G-1 is the proponent for IDT-TRP policy.

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SUBJECT: Funding Travel and Per Diem

c) Permanent Change of Station (PCS) Member and Dependent Travel and Transportation Costs for Active Guard Reserve (AGR) and TPU Soldiers. The Human Resources Command (HRC) publishes AGR PCS orders. Follow guidance for TPU PCS orders utilizing Enclosure 2, USARCG8 Memorandum subject: "Soldier Permanent Change of Station (PCS) Orders and Transportation Authorization Code (TAC) Usage with Reserve Personnel, Army (RPA) Appropriation and the General Fund Enterprise Business System (GFEBS)" dated 07 September 2016.

3. Use the Operations and Maintenance, Army Reserve (OMAR) appropriation for the following travel entitlements:

a) Temporary Duty (TDY) Travel by TPU Soldiers on IDT. Publish the travel order in DTS. This includes:

(1) Travel within commuting distance IAW Joint Travel Regulations (JTR), Chapter 2, paragraph 0206. Travel In and Around the PDS.

(a) TPU Soldiers reporting to the unit during a BA and then traveling to an alternate location. Reimbursement is limited to the mileage from the unit to the alternate location. Publish a local voucher as required in DTS.

(b) Soldiers traveling directly from their HOR to an alternate duty location. Reimbursement is limited to mileage exceeding the distance from the Soldier's home to the unit. Publish a local voucher as required in DTS.

(2) Travel and per diem outside commuting distance is IAW the JTR. Publish a DTS travel authorization.

(a) TPU Soldiers on Active Duty Performing Duty at Multiple Locations. A Soldier may be directed to travel to another location beyond the initial duty location (these instructions also apply to Soldiers supporting a unit training event). Publish travel orders for the additional duty locations in DTS. If travel to the initial duty location was performed on an RLAS man-day order, publish a DTS travel order using an OMAR LOA for additional duty locations.

(b) TPU Soldiers on Active Duty Performing Duty at Multiple Locations. If travel to the initial duty location was performed on a DTS authorization, amend the authorization to add the additional duty locations and OMAR LOAs. RPA funds will be used for travel to the initial duty location. OMAR funds will be used for additional duty locations. Re-allocate the funding in DTS as needed to charge RPA and OMAR LOAs properly.

b) TDY Travel by AGR Soldiers and Civilians. Publish the travel order in DTS using OMAR funds.

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4. TPU Soldiers on Unit AT Group Orders. Publish unit AT orders via RLAS with RPA funding for Base Pay and allowances. All meals furnished during AT will be funded by the RPA appropriation. Subsistence funding procedures are defined in the USARC initial funding guidance at the start of each Fiscal Year (FY). Use DTS and the appropriation indicated below for all travel entitlements.

a) Soldiers may be directed by a Unit AT order to a rally point (RP) at the unit Reserve Center or an alternate RP. All costs associated with individual Soldier travel to the RP will be funded using RPA.

(1) For Soldiers residing outside commuting distance who are ordered to the RP and for Soldiers authorized individual travel to the training location, use DTS to process travel orders.

(2) Reimbursement of mileage for Soldiers residing inside commuting distance but outside corporate limits is processed in the RADARS Unit AT module of RLAS.

b) Use OMAR funds to fund unit (i.e. group) transportation from the RP to the training location and unit lodging.

(1) For commercial bus requirements, process the request through GFEBs.

(2) For contract air, coordinate with your Commercial Transportation Office (CTO) to determine whether a contract is available or if individual travel orders are needed.

(3) For contract air, recommend an obligation (FMZ1) be placed in GFEBs and the OMAR LOA be provided manually to the supporting CTO.

(4) If individual travel is required from the RP to the training location, use an OMAR LOA in DTS.

(5) For Unit AT lodging, fund separately from Soldier travel with an OMAR LOA.

5. Soldiers Traveling with Dependents. If a Soldier is traveling with a dependent on a RPA order (other than PCS) and the dependent's travel is approved, then OMAR funds are used for the dependent travel. An OMAR LOA will be used on an Invitational Travel Authorization (ITA) and for authorized contract requirements. Listed are some examples of when OMAR LOAs are used for dependents or for Soldiers and their dependents:

a) Contract hotels for Soldiers/Family Members during a Yellow Ribbon (YR) event.

b) Contract meals for all reintegration attendees.

c) TDY for Department of Defense (DoD) Military Family Life Consultants (MFLC).

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SUBJECT: Funding Travel and Per Diem

d) Reintegration Events:

- (1) Contract for professional licensed on-site child care services.
 - (2) TDY for Combat and Operational Stress Control health professionals.
6. Prohibition of Combining Active Duty and IDT in Order to Fund IDT Travel. For Soldiers residing outside commuting distance from the unit, IAW AR 140-1, para 3-16, commanders cannot authorize a short period of active duty at the unit immediately before or after the BA for the sole purpose of funding travel to the BA.
7. Combining One Period of IDT and Active Duty. IAW AR 140-1, para 3-16, when combining one period of IDT in conjunction with AT, use DTS to process travel orders and use RPA AT travel funds to pay for travel to and from PDS / UOA to include the day of (one period of) IDT. Do not use IDT-TRP to pay for travel to the one period of IDT if it is combined with AT/OTD.
8. Travel Funded by Organizations outside the Army Reserve. For certain missions, travel for Army Reserve Soldiers is funded by other appropriations. For example, the Office of the Secretary of Defense (OSD) may provide travel funds in support of specific missions. In these cases, the RPA LOA funds the man-day order costs and the OSD LOA funds the DTS travel order. Other examples are First Army missions that include Army Reserve personnel where Operations and Maintenance, Army (OMA) funds are provided. Overseas Deployment Training exercises is another situation where OMA LOAs are provided and must be used to pay for all in-country costs/support including travel and per diem by the Combatant Command.
9. Proper Use of Army Reserve Appropriations. Incorrectly utilizing OMAR and/or RPA funds for travel will result in inaccurate execution and may lead to a reduction in future Army Reserve programmed funding. To make corrections of improper funds obligation and disbursement for travel is costly, labor intensive and requires significant manual transfer processes within both RPA and OMAR appropriations. Utilize Enclosure 3, Travel and LOA Guide for Army Reserve Duty 15 April 2019 to assist personnel in selecting the correct travel LOA. RMOs are encouraged to tailor this spreadsheet for specific unit LOAs and to provide it to key personnel who are responsible for travel LOA selection in DTS.
10. Long Term TDY Policy, Per Diem Entitlements. The National Defense Authorization Act (NDAA) for FY 2019 repealed the authority to prescribe a reduced flat rate per diem for long-term TDY as of August 12, 2018. Standard per diem rates were reinstated as of August 13, 2018 in concert with the regulatory change to the Joint Travel Regulation (JTR). For more information on this change please see:
https://www.defensetravel.dod.mil/site/Notable_Policy_Changes.cfm

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SUBJECT: Funding Travel and Per Diem

11. For additional information, contact your USARC RPA or OMAR Command Analyst.

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3 Encls

1. IDT TRP Guidelines
and Procedures
2. PCS Orders and TAC
Usage
3. Travel and LOA Guide
For Army Reserve Duty

CLAY D. PETTIT
COL, FI
Deputy Chief of Staff, G-8