



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

AFRC-PRB (420-1o)

OCT 24 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Reserve (AR) Lodging-in-Kind (LIK) Policy

1. References.

a. Department of Defense Instruction (DODI) 1225.9, Billeting for Reserve Component Members, December 17, 2001.

b. Army Regulation (AR) 420-1, (RAR) 24 Aug 12.

c. Department of Army Directive 2021-22, Subject: Army Service by Transgender Persons and Persons with Gender Dysphoria, 22 Jun 2021.

d. United States Army Reserve Command FY23 Program Director Guidance, 29 Sep 22.

2. Purpose. Lodging-in-Kind (LIK) is an important component of improving individual and unit readiness through retaining Soldiers, growing future leaders, promoting retention, and encouraging safe travel within the United States Army Reserve Command (USARC). LIK is authorized by AR 420-1 and allows the AR to provide lodging for those who commute more than 50 miles to their designated Battle Assembly (BA) location.

3. Eligibility. Troop Program Unit (TPU) Soldiers, regardless of rank, who reside more than 50 miles from their BA location and not otherwise entitled to travel and transportation allowances are eligible to utilize LIK.

4. Restriction. LIK and Inactive Duty Training Travel Reimbursement Program (IDT-TRP) programs cannot be combined to pay for the same room simultaneously. Commanders should ensure that Soldiers are not being reimbursed for room charges under IDT-TRP if the Soldier is being supplied LIK.

5. Implementation.

a. Due to limited funding, Major Subordinate Command (MSC) Commanders will publish their own LIK policy, focused on utilizing the allocated funds in the most cost-efficient manner to achieve individual and unit readiness objectives. The MSC G-1 should be the directorate responsible for program management. MSC Commands will

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submit a copy of their LIK policy to the USARC G1 Program Manager NLT 90 days after the effective date of this policy. MSCs will ensure a LIK policy with budget is published down to the Battalion (BN) level. Additional program guidance is provided in the attached LIK Guidelines and Procedures.

b. Unit Commanders should implement procedures to verify distance from Soldiers HOR/physical address to assigned unit or BA location for each Soldier. LIK is intended to be utilized at UOA. Commanders must determine if Soldiers are in a Temporary Duty (TDY) status to prevent over utilization of funds or purpose violations. Enclosed USARC G8 Funding Travel and Per Diem, dated 24 July 2019, provides additional guidance.

c. Double occupancy is required. Commanders will room Soldiers of the same rank, gender, or status. MSC Commanders, at their discretion, may authorize battalion (BN) and higher Command (CMD) teams' single occupancy. This exception applies to Commanders selected by a Headquarters, Department of the Army Secretariat centralized USAR COL and LTC Command Board and slated IAW with CAR Policy #21-2. Command Sergeants Majors selected via selection board or nominative process are eligible. At the General Officer Command level, Command Chief Warrant Officers appointed via the nominative process are also eligible. Soldiers performing in an acting status are excluded. The MSC LIK Program Manager will maintain a by-name list of Soldiers authorized single occupancy. Married Soldiers may be granted an exception to the gender specific requirement when attending BA together as individual Soldiers.

d. LIK may be used for RST or for Additional Duty Assembly (ADA) when the ADA is conducted in conjunction with BA. LIK will be authorized for Soldiers who conduct Additional Flight Training Periods (AFTP). The double occupancy requirement is still mandatory.

e. Commanders should first utilize available government transient housing/barracks before securing commercial lodging. Commercial Lodging will be procured at or below the prevailing Government Services Administration (GSA) rate for the location.

f. Commanders will ensure billeting for Soldiers transitioning between genders is IAW Army Directive 2021-22, paragraph 4.c.

g. Commanders may revoke a Soldier's eligibility for LIK for misconduct at any lodging facility, or for failure to utilize the lodging facilities directed by their unit after registering for LIK.

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h. Units should generate a LIK sign up and waitlist roster 30 days prior to the regular scheduled BA. Commanders should monitor reservations to guard against over obligation of funds.

i. The number of lodging nights authorized is based on the following:

- (1) MUTA 2 or 3 – one night lodging.
- (2) MUTA 4 or 5 – two nights lodging.
- (3) MUTA 6 or 7 – three nights lodging.
- (4) MUTA 8 – four nights lodging.

j. Payment for LIK should be made using contracts or the Government Purchase Card (GPC). GPC cardholders (CH) and contracts should be monitored for compliance with all Department of Defense (DOD) published policies and procedures. All payments, receipts, total number of rooms, pay grade, and number of Soldiers should be documented by the unit LIK POC each month. Commanders will assign enough GPC Cardholders and Billing Officials (BO) to service their assigned units.

k. MSCs will institute a training program. Commanders, Staffs, and Soldiers must understand their responsibilities in participating, administering, and complying with the financial requirements of the program. Cross coordination between staff sections is vital to the success of the program. Resource Management Officers (RMO) will ensure adequate internal controls are implemented.

6. Funding. Operation and Maintenance, Army Reserve (OMAR) is the correct funding appropriation. Commanders will provide a budget prior to the beginning of each FY to their subordinate units.

7. Reporting.

a. MSCs should develop quarterly spend plans and notify the USARC LIK Program Manager of any excess or Un-funded Request (UFR)

b. Units will report LIK usage NLT the 15th day of the following month after BA in the CSMM LIK report module. Commanders at all levels will review CSMM to understand how many Soldiers are eligible and how many Soldiers are reported receiving LIK monthly. Accurate reporting ensures equitable funding distribution.

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c. Failure to follow LIK guidance may result in withdrawal of funding. MSCs should conduct internal audits to gauge compliance with all applicable statutory and regulatory guidance.

8. This policy is effective immediately and remains in effect until superseded or rescinded.

9. For additional information, contact Mr. Sam Cherry, USARC G-1, RMO, at 910-570-8824 or samuel.f.cherry.civ@army.mil.

FOR THE COMMANDER:

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LEBOEUF.EUGENE.JOS
GENE.JOSEPH EPH.1083550470
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4. Encls
1. Guidelines and Procedures
 2. Statement of Understanding
 3. Roles and Responsibilities Checklist
 4. Funding Travel and Per Diem

EUGENE J. LEBOEUF
Major General, U.S. ARMY
Deputy Commanding General

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Lodging-in-Kind Guidelines and Procedures ver 2024.1

1. Commanders will counsel all Soldiers who live over 50 miles from the unit of assignment. Soldiers participating in LIK program will execute a Statement of Understanding (SOU) with their assigned unit. The SOU will be signed by the Commander authorizing/verifying the Soldier is eligible to participate. An example is included as an attachment. The example lays out the minimum expectations of the USARC Policy. Commanders are encouraged to modify the SOU to meet their unit needs. The SOU will be reviewed and resigned on an annual basis. The SOU will be retained seven years for audit purposes. Commanders at all levels should attempt to provide the maximum number of Soldiers with LIK. Soldiers who choose, not to participate in the LIK program due to personal reasons will be documented during the counseling session.
2. Commanders will consult their next higher command to ensure they know what their LIK Budget is prior to each Fiscal Year (FY). Commands, at all levels, will ensure that budget and allotment are communicated in a timely manner to their lower echelons to ensure seamless transitions between FY's. MSC's will monitor their force structure changes to capture additions/deletions prior to the beginning of the FY and adjust budget and phase plans accordingly. Lack of LIK funding is not a reason to cancel BA.
3. Each unit will assign a LIK coordinator. The coordinator will maintain records necessary to document the program for seven years. The LIK coordinator will ensure a local folder is established for maintaining documents such as SOU, sign-in/sign out rosters, hotel invoices, etc. The unit coordinator will ensure Government Purchase Card (GPC) Cardholders or Billing Officials (BO) receive any documents needed for GPC/Contract compliance.
4. Each unit will establish a sign-up procedure for Soldiers requiring LIK. The sign-up will be a minimum of 30 days prior to the Battle Assembly (BA) period requiring LIK. Commanders will notify Soldiers 30 days in advance when LIK funding is not available for scheduled BA, so Soldiers can make other arrangements.
5. Verification of Soldier distance from their documented physical address to their UOA will be by printout of a web-based map program. The HOR for LIK will be the physical address of the Soldier maintained in Integrated Personnel and Pay System-Army (IPPS-A) and verified by the Soldier. MSC's are permitted to utilize Defense Table of Official Distance (DTOD) as their distance measurement system. Commanders Strength Management Module (CSMM) should not be used to determine Soldier distance for eligibility purposes. The verification of distance will be maintained for audit purposes and attached to the SOU.
6. A sign-in/sign-out roster of Soldiers using LIK will be completed for each BA. The sign in/sign out roster is an official document for audit purposes. The Commander

Lodging-in-Kind Guidelines and Procedures ver 2024.1 (continued)

will sign the hotel sign-in/sign-out roster monthly verifying the Soldiers utilizing LIK for that month. The Commanders signature is required AFTER the completion of BA documenting the Soldiers utilizing LIK.

7. Units will report LIK usage NLT the 15th of the month following BA in the CSMM LIK remarks folder. The report will specify the dates of usage and type of accommodations made. See the report matrix in the Reserve Component Management System (RCMS) CSMM module Unit Management Remarks folder for more information. The CSMM report should be reviewed by every Commander who provided LIK monthly and by each higher echelon monthly.

8. When a GPC is utilized to pay for LIK invoices the GPC cardholder will follow the Department of the Army Business Process Standard for GPC transactions to ensure auditability. The cardholder will upload all supporting documents into General Fund Business Enterprise System (GFEBS) Access On-Line (AXOL) module and merchant bank management system (i.e.US Bank) as required. The supporting documentation, at a minimum, will include the hotel sign-in/sign-out roster and lodging invoice. Monthly GPC reconciliation must occur to reduce open commitments and to maximize buying power. GPC card limits and procedures are managed by other regulatory guidance and are not part of the USARC LIK policy. Card holders (CH) and Billing Officials (BO) must comply with the GPC Agency/Organization Program Coordinator (A/OPC) program guidance from the card issuing entity. Commanders should be aware of turnover in GPC CH's. Unit Commanders will notify their Chain of Command when lack of GPC/BO's prevent them from providing LIK to Soldiers. Commanders will comply with all acquisition guidance when procuring LIK by contract. GPC/Acquisition centric questions will be referred to the USARC G8, Contract and Acquisition Support Office (CASO). Under no circumstances will Soldiers be told to use their GOVCC or personal funds to procure LIK. Soldiers cannot be individually reimbursed for LIK when units fail to procure LIK.

9. LIK coordinators will make reservations with the lodging provider as far in advance as possible. If the LIK coordinator is not a GPC Cardholder/BO, then Commanders will ensure a GPC CH or proper designee IAW the Mission Installation Contracting Command (MICC) SOP is making the reservation. GPC Cardholders and BO's must ensure that reservations are made for properly documented BA denoted on the unit training calendar. When contracts are used to procure LIK, Commanders will appoint a Contracting Officer Representative (COR). COR's must maintain all required certifications.

10. LIK coordinators will ask vendors to document the number of Soldiers staying in each room and invoice accordingly. Billing and cancellations procedures will be agreed to in advance by both the vendor and government representative. GPC CH/BO/COR

Lodging-in-Kind Guidelines and Procedures ver 2024.1 (continued)

will only pay for the actual number of rooms utilized by Soldiers. GPC CH/BO/COR will utilize the sign-in/sign-out roster to validate the vendor invoice. Cancellations and adjustments on the invoice will be documented prior to the CH paying the invoice, and BO/COR certifying the payment.

11. GPC CH/BO/COR's will ensure the government is not billed for incidental room charges. LIK Coordinators/Commanders will ensure Soldiers utilizing LIK understand that incidental room charges are the responsibility of the Soldier.

12. Commanders at all levels will seek to contain costs and be accountable stewards of government funds. Reservation agreements will be made as far in advance as possible IAW the unit's training calendar maintained in the Digital Training Management System (DTMS).

a. Commanders will seek to utilize barracks or billeting available on any Department of Defense (DoD) service installation prior to seeking lodging on the economy. Department of Defense Lodging can be accessed at <http://www.dodlodging.net/>.

b. Room reservation agreements will be made at or below the General Service Administration (GSA) schedule lodging per diem rates. The per diem schedule is available on the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

c. Commanders will utilize IHG Army hotels when available on Army posts in the unit vicinity when available. See website for availability <https://www.ihg.com/armyhotels/content/us/en/installations>.

d. Commanders will also review availability at the properties on the approved DoD Preferred Commercial Lodging list in the unit vicinity.

e. If lodging cannot be procured below the published GSA lodging rates, units will get approval in writing from the first O6 in the chain of command on a case-by-case basis. Blanket authorizations to exceed the GSA lodging rates are not authorized. The justification documentation and O6 authorization will be uploaded into GFEBs for audit purposes. This paragraph is void if a contract is utilized to procure LIK.

13. MSC Commands will institute a training program to ensure subordinate Commanders and Staffs understand how to administer the LIK program. MSC's will appoint a LIK PM and will notify the USARC LIK PM when the MSC LIK PM changes. MSC's will ensure maximum distribution of the USARC and MSC policy. LIK functions best when all Staff Sections (i.e., G1, G4, G8, RMO, etc) know their responsibilities and synchronize their collective efforts. In addition, MSC's must anticipate the time needed for their subordinate units to institute guidance and manage funding requirements. LIK requirements must be presented during the Yearly Training Brief (YTB).

Lodging-in-Kind Guidelines and Procedures ver 2024.1 (continued)

14. MSC Commanders are authorized to provide an exception to the gender specific lodging of male/female in the case of married Soldiers. Under no circumstances are rooms provided by LIK funds to be utilized to provide lodging for non-Soldier spouse, children, or friends of the Soldier. Soldiers do not go "TDY" to their assigned BA location.

15. Although the LIK policy grants the flexibility to use the LIK program during BA conducted at another location, Commanders must ensure that they are using the appropriate guidance and funding for other locations besides Home Station (HS). For example, a unit performs BA on an installation or other training area to conduct range qualification. In this instance per the JTR, the unit is in a TDY situation because they are not at their Home Station (HS). In this circumstance, they should use Operations Tempo (OPTEMPO) funds to secure their lodging. Mobilization requirements can increase a units need for LIK when conducting pre-mobilization in an IDT status at HS. Commanders must ensure they are using the correct funding source to avoid prematurely decrementing LIK funding. LIK is intended to support regularly scheduled BA conducted at the Soldier's UOA. MSC's should follow the tenants of Fiscal Law (Time, Purpose, Amount) to determine the correct funding source. Training, Operations, and Mobilization events have different funding sources. DoD LIK regulatory guidance primarily focuses on providing lodging for Soldiers who commute 50 miles or more to BA performed at UOA. Other lodging guidance takes precedence when Soldiers are not at HS.

16. The bulk of LIK actions occur at the unit/company level. BDE/BN Commanders must monitor their unit's compliance with these guidelines and other appropriate guidance. MSC Policy will determine the appropriate staff section and echelon for regulatory guidance surveillance. The USARC LIK program functions best when Commanders, Staffs, and Soldiers know their responsibilities and take initiative.

17. Commanders will monitor obligations made on Purchase Requests/Contracts and will ensure monthly reconciliations are conducted to de-obligate funding to maintain maximum buying power. Unauthorized LIK commitments must be reported as soon as discovered to the MSC G8.

18. MSC G1, G8, and RMO's will collaborate in preparation for the annual USARC Road to Budget(R2B). Accurate utilization metrics (Soldiers authorized, monthly Soldiers utilizing, upcoming FY force structure changes, cost per Soldier, etc.) should be kept to justify MSC requirements for R2B.

19. LIK guidelines and procedures are subject to change during the year due to changes in fiscal law, DoD, or DA guidance. Any changes made at a higher level supersede these guidelines on their effective date. The USARC LIK program manager will update them at any time they are determined not in compliance with any statutory,

**Lodging-in-Kind
Guidelines and Procedures
ver 2024.1 (continued)**

regulatory, or policy guidance without reissuance of the authorizing policy memorandum.

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Lodging in Kind Roles and Responsibilities (checklist)

Soldier	Unit LIK Coordinator	Unit Commander	MSC/RD/DIV/ESC/BDE
<input type="checkbox"/> Complete SOU	<input type="checkbox"/> Maintain LIK sign-up roster	<input type="checkbox"/> Publish LIK policy	<input type="checkbox"/> Publish LIK policy
<input type="checkbox"/> Notify Unit of Change of Address	<input type="checkbox"/> Maintain LIK sign in/sign out roster	<input type="checkbox"/> Designate LIK coordinator	<input type="checkbox"/> Appoint LIK program manager
<input type="checkbox"/> Sign up for LIK	<input type="checkbox"/> Coordinate with BO/Cardholder	<input type="checkbox"/> Designate Cardholder/BO	<input type="checkbox"/> Establish/maintain a LIK training program
<input type="checkbox"/> Sign In/Sign Out at Hotel	<input type="checkbox"/> Ensure unit CSMM report is completed	<input type="checkbox"/> Sign hotel sign in/sign out roster	<input type="checkbox"/> Allocate LIK resources
		<input type="checkbox"/> ensure reporting in CSMM	<input type="checkbox"/> Establish/maintain LIK financial internal controls

CUI

Statement of Understanding

This document serves as a binding agreement between you, the Soldier, and the USARC Augmentation Unit (UAU) regarding your participation in the lodging-in-Kind Program. By signing this Statement of Understanding, you agree to abide by the rules and restrictions listed below as well as the provisions contained in the LIK policy. You must complete a new Statement of Understanding at least once a year.

Initial each statement below:

_____ my home of record and / or residence is _____ miles from my unit. This is outside the LIK program's normal commuting distance of 50 miles to the unit.

_____ I understand this Program is for me use while in an IDT status. I may not use this program if I am on any type of active duty orders.

_____ I understand that I will be held liable and agree to collection from my military pay for this cost of lodging if I fail to honor my reservation without proper notification to my unit. It is my responsibility to ensure that a reservation is cancelled NLT 96 hours prior to the reservation date if I do not plan to use it. Failure to cancel my reservation will result in a 6 – month loss of use of the program. A second failure to cancel a reservation within a 12 month period after reinstatement will result in my forfeiting this program. Only the Unit commander can reinstate the program once it had been forfeited.

_____ I understand this Program will pay for pre-approved government LIK only. Travel costs are not reimbursable under this program.

_____ I understand that the exercise of double occupancy is enforceable for each room.

_____ I understand that I am required to pay for any additional cost, i.e. incidental, accidental, or consequential cost, that I may accrue.

_____ I understand that upgrades that incur additional cost to the government are not authorized. If I upgrade and increase the cost of the room, I will assume the entire room charge without any financial reimbursement from the command.

_____ I am responsible for any charges other than the cost of lodging that are accrued while residing in quarters. This includes, but is not limited to, local and long distance telephone calls, refreshments, movies and pay-per-view premium television channels. These additional costs will be settled with the lodging facility personally and at no cost to the government. Failure to settle additional costs will result in a 6-month loss of this program.

I, _____, have read (and renew) this binding agreement and agree to its terms and provisions.

(Signature of Soldier / Date)

(Commander's Signature / Date)

(Printed Name / Grade of Soldier)

(Printed Name / Grade of Commander)

SUBJECT: USARC Augmentation Lodging In Kind Program (LIK) Program Memorandum of Instruction

Enclosure 4: Soldier Lodging Request

USARC Augmentation Unit Lodging in Kind (LIK) Program Soldier's Lodging-in-Kind Request

1. DATE REQUESTED FOR LODGING: _____

2. UNIT: _____

3. NAME: _____

4. RANK: _____

5. ADDRESS: _____

6. CITY/STATE/ZIP CODE: _____

7. HOME PHONE: _____

8. WORK PHONE: _____

I hereby request to participate in the USARC UAU Lodging-in-Kind Program. I have a completed and signed Soldier's Statement of Understanding with my unit. I fully understand the program and agree to the conditions outlined in the UAU Lodging-in-Kind Program Memorandum of instruction (MOI) and the Soldier's Statement of Understanding.

I fully understand that I am responsible for canceling lodging reservations if I will not use them. If I fail to do so, I may be liable for any charges the government incurs, and I realize that I am subject to removal from the program.

Signature of Soldier: _____

Date: _____

Commander's Signature: _____

Date: _____



DEPARTMENT OF THE ARMY
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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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SUBJECT: Funding Travel and Per Diem

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.

PETTIT,CLAY,DAN⁵ Digitally signed by
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IEL.1144988295 Date: 2019.07.24 17:41:06 -0400

3 Encls

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

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COL, FI
Deputy Chief of Staff, G-8

Travel LOA Guide for Army Reserve Duty (15 April 2019)

ACTIVE DUTY	Man-Day Order	Do I Publish?		Do I coordinate for?		Unit DTS LOA to be selected	Remarks
		DTS Travel Order	OMAR Funds?	RPA Funds?	Contract Air		
CONUS Unit AT	Yes, Group Order Authorize Travel, but no RPA Travel \$s	OMAR Funds?	RPA Funds?	OMAR	OMAR		
If using a Rally Point - Typically a Reserve Center		NO	NO	YES	YES	Submit via GFEBS	
Group Travel (coordinate w/CTO)	YES	NO	NO	NO	NO		Pertains to Soldiers authorized individual travel on Annex E of group order
Soldiers authorized individual travel to training location	YES	YES	NO	NO	NO		Pertains to Soldiers identified as inside commuting distance, outside corporate limits on group order
Soldiers Outside Commuting Distance Traveling to an RP	YES	YES	NO	NO	NO		
If not using a Rally Point - Typically ODT	Authorize Travel, but no RPA Travel \$s	CONUS Airport to CONUS Airport		CONUS Airport to OCONUS Airport			
Group Travel (coordinate w/CTO)	YES	NO	YES	ODT LOA provided by COCOM			Enlisted Officer Officer
Individual Soldier Travel	YES	NO	YES	NO	N/A		Enlisted Officer
Individual Frig/AT	YES	NO	YES				Enlisted Officer
Individual AT (outside commuting distance)	YES	NO	YES				See Note 1
ADT (Instructional Trng)	Normally 140 days						Enlisted Officer
PCS or more days (excluding holidays and in/out processing)	YES	NO	NO				Enlisted Officer
Non-PCS	YES	NO	YES				Enlisted Officer
ADT for Soldiers Participating in Unit AT	YES	YES, if travel beyond RP is required	YES, only to RP and return				Enlisted Officer
ADOS-RC	YES	NO	NO				Enlisted Officer
181 Days or More (PCS) * (from date of initial order or remaining days when amended)	YES (include Tvl LOA)	NO	NO				Enlisted Officer
Less Than 181 Days	YES	NO	YES				Enlisted Officer
ADOS-RC Supporting Unit AT	YES	YES, if travel beyond RP is required	YES, only to RP and return				Enlisted Officer

Note 1. The JTR, U2240, B, allows each School to determine whether students attending a course 20 weeks (140 days) or more days will be a PCS or attend in a TDY status. * More than 180 consecutive days in one location is normally a PCS.

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INACTIVE DUTY (IDT)

	Do I Publish?		
	Man-Day Order	DTS Travel Order	
IDT	NO	OMAR Funds? RPA Funds?	
IDT at Voluntary Assigned PDS	NO	NO	N/A
IDT at Involuntary Assigned PDS	NO	YES	NO
IDT with further Travel Approved (SAVs, OIPs, etc.)	NO	YES	NO
Yellow Ribbon Event	NO	YES	NO
Strong Bonds Event	NO	YES	NO
IDT Travel (Program)	NO	NO	YES
AGRs	Do I Publish?		
		DTS Travel Order	
		OMAR Funds? RPA Funds?	
AGRs	N/A	YES	NO
Civilians	Do I Publish?		
		DTS Travel Order	
		OMAR Funds? RPA Funds?	
DAGs, MILTECHs, & Dependents	N/A	YES	NO

ALL Enlisted Officer
Enlisted Officer
Dependent
Enlisted Officer
Dependent
Enlisted Officer