



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

AFRC-PRB

03 MAR 2020

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References.

- a. National Defense Authorization Act, 37 USC 478a (2016).
- b. Joint Travel Regulations (JTR), 1 Jul 19, 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, 16 Mar 18, subject: Army Reserve (AR) Inactive Duty Training Travel Reimbursement Program Policy (IDT-TRP).
- 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. Commands will grant an exception for Colonels whose MOS is on the Critical Wartime Shortage List.

d. 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 the program. Soldiers will be eligible to receive IDT TRP at their attached

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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, requires an annual review, and is contingent upon funding appropriations.

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.

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

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ARH-Fort Bragg DIR/DEP/CH/ASST/XOs

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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-imbursement. 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 2010, *Travel and Day Diem (paragraph 2) or the most current version*.



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4701 KNOX STREET
FORT BRAGG, NC 28310-5000

REPLY TO
ATTENTION OF

AFRC-CO

17 April 2018

MEMORANDUM FOR Resource Management Officers (RMO), USARC Major
Subordinate 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) funding for the following travel entitlements:

a. TPU Active Duty. Travel to the Soldier's permanent duty station (PDS) to perform active duty when they reside outside corporate limits or commuting distance. Active duty categories include Annual Training (AT), Active Duty for Training (ADT), ADT-School (ADTS) and Active Duty Operational Support – Reserve Component (ADOS-RC).

Note. The PDS is defined as the location that the Soldier is assigned. The senior local commander or official establishes commuting distance IAW paragraph 0206 of the Joint Travel Regulation (JTR).

(1) Reimbursement of mileage for Soldiers residing inside commuting distance but outside corporate limits is processed in the PADARS module of RI AS

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c. Permanent Change of Station (PCS) Member and Dependent Travel and Transportation Costs for AGR and TPU Soldiers. The Human Resources Command publishes AGR PCS orders. Follow guidance for TPU PCS orders utilizing USARC G8 Memorandum with subject: "Soldier Permanent Change of Station (PCS) Orders and Transportation Authorization Code (TAC) Usage with Reserve Personnel, Army (RPA)

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4. Unit AT Performed on Group Orders. Publish unit AT orders via RLAS with RPA funding only for Base Pay and allowances. All meals furnished during AT will be funded by the RPA appropriation; this requirement is highlighted in the USARC initial funding guidance each fiscal year. Use DTS and the appropriation indicated below for all travel entitlements.

a. Soldiers may be directed on the 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 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

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c. TDY for DoD Family Life Consultants.

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 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. Travel Funded by Organizations Outside the Army Reserve. For certain missions, ~~and for Army Reserve~~ Soldiers is funded by other organizations. For example, the

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traveler stays with friends, relatives, or stays in a home owned or being purchased by the traveler. The reduced rate is paid as a flat rate per diem and does not require a receipt. However, the AO may request a receipt or rental agreement to show proof that lodging was obtained. (JTR U4250)

b. Long term TDY for a duration of more than 180 days at a single location for travel beginning or orders amended on or after 1 November 2014 is authorized a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved by the Secretary of the Army or Commander/Deputy Commander of a Combatant Command. The only re-delegation of authority authorized is for a member assigned to a Warrior in Transition Unit (WTU). The Army Compensation Chief, who is an Army 2 Star Flag Officer or equivalent, is the only exception. (JTR U2230 C2)

10. For additional information, contact your USARC G8 RPA or OMAR Command Analyst.

Encl

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