

IDT Lodging Reimbursement

A Quick Guide from HQ RIO

Members are authorized reimbursement for lodging for the night prior to the first IDT through the morning of the last IDT. Follow these steps to submit for reimbursement. Use of your government travel card is authorized, and encouraged, for lodging expenses.

DURING YOUR STAY:

- Get a detailed receipt for your lodging which includes the name and location of the lodging, your name, rate charged per night, the dates of your stay, and an itemized break down of any taxes/fees charged.
- Some states exempt military on official travel from lodging taxes. If this applies to your lodging location, you can be a good steward of tax dollars and not pay the tax. For a list of states that are exempt and what forms you need to give to the hotel, [CLICK HERE](#). Some hotels won't honor it for IDT travel. In that case, you'll need to pay the tax.

DOCUMENTS NEEDED FOR REIMBURSEMENT:

- ⇒ A detailed receipt of your lodging charges
- ⇒ A printed "automated" 40A showing the IDTs you performed
- ⇒ A COLOR screen shot of your UTAPS calendar showing those IDTs as **BLACK** (paid)

In place of these two things, you can submit a certified 40A, which includes all three digital or wet signatures.

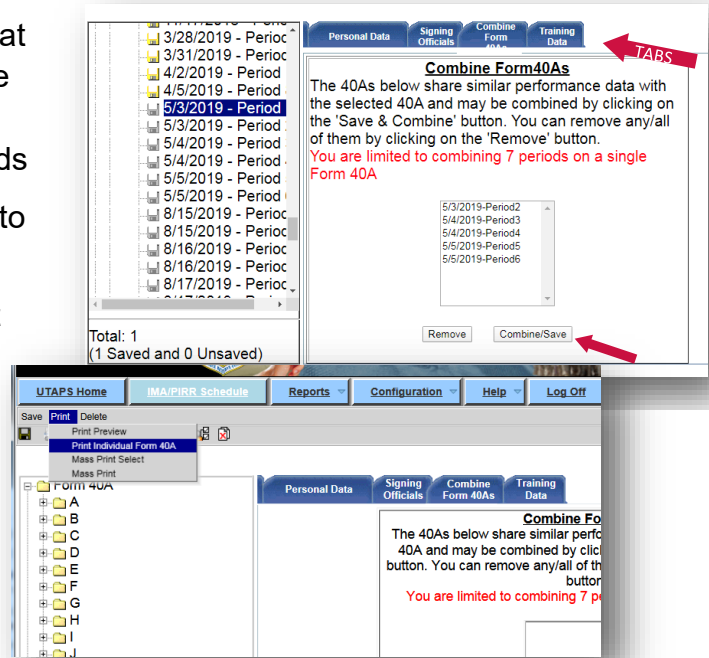
- ONLY IF NECESSARY ...**
- an MFR from your Det or RegAF CC for an extra night (more info on page 2)
 - a non-availability statement from on-base lodging if you had to stay off-base

• Printing your 40A from UTAPS: Once you've worked your IDTs, go into UTAPS and mark those days as "worked" (they will turn **GREY**). Your supervisor will be notified via email to mark them paid, then they will turn **BLACK**. You must wait for this step before doing the following:

1. Go to REPORTS and select AUTOMATED FORM 40s
2. You will see a screen that shows your name
3. Click the **+** next to your name to expand the selection
4. Scroll until you see the dates for the IDTs
5. Select the FIRST IDT period for the reimbursement claim
6. Select the tab for COMBINE FORM 40As

More in-depth UTAPS instruction can be found in the [UTAPS Quick Guide](#). If you have problems using UTAPS after logging in, contact the [HQ RIO UTAPS Support Cell](#).

7. The system will identify the other IDT periods that occur in the same time period. If you have more than seven, you'll need to repeat these steps to produce a second 40A with the remaining periods
8. When you see all the periods (or have limited it to seven), select COMBINE/SAVE
9. The dates on the list will disappear. Next select PRINT INDIVIDUAL 40As. You may be asked to select an approving official. If that happens, go to the second tab, select your approving official and try again
10. You will be asked whether or not to mask your SSN — select **NO**
11. The system will pull up the 40A and you can save it to your computer from there. Your 40A needs to show the city/state/zip for the duty location. *NOTE: The "signature" on an automated 40A is just the typed name of your supervisor.*



- Taking a screen shot of your UTAPS calendar: Make sure the IDTs for this reimbursement have been acted on by your supervisor and are **BLACK** (paid). Have your calendar up on your computer and select the PRINT SCREEN button on your keyboard (for Macs press Command-Shift-3). PASTE that onto a blank document (Word, PowerPoint, Paint, etc.). Please crop out extraneous items from your computer, but be sure you can still see your **NAME**, which is in the upper left-hand corner of the browser window. Save that file as a pdf.
- If it was necessary for you to stay in lodging after your last IDT, you must provide an MFR signed by your detachment or RegAF commander. A template can be found [HERE](#). (Note: The template is written for a Det CC signature. You can also write it for your RegAF CC to sign.)

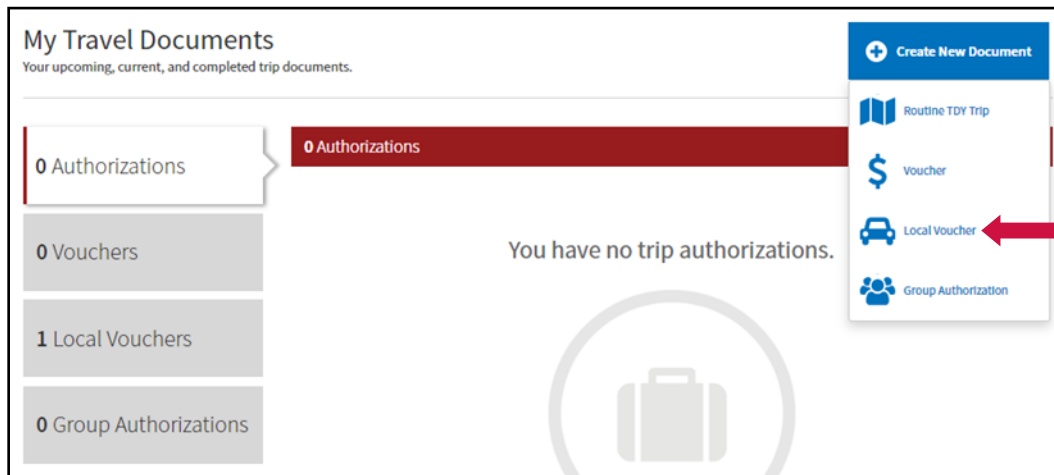
Create a Local Voucher

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 your RIO Det & not your RegAF or previous unit.

2b. Click **My Profile**. Verify your email (**add personal email**), address, banking & GTC info are updated and current.



Step 3: On the DTS Dashboard select **Create New Document** and then **Local Voucher**. The Create Local Voucher screen opens and the Progress Bar (left side of the screen) tracks your Local Voucher steps.

Local Voucher

Enter the local voucher date and specify any conference or event attendance. Expenses can now be added daily until the document is signed.

Create Local Voucher

Local Voucher Date * ⓘ
09/15/2023

Reference ⓘ
IDT LODGING

Are You Attending a Conference or Event? *
No

Cancel **Continue >**

- 3a.** Enter the Local Voucher date. You **must** change the date to the last day of IDT. Once you save the date, you cannot change it.
- 3b.** In the **Reference** block, enter "IDT Lodging".
- 3c.** Are you **Attending a Conference or Event**? Select "No".
- 3d.** Select **Continue** to create the local voucher.

Adding IDT Lodging Expenses

Step 4: Enter your incurred expenses and attach your receipts/supporting documents on the **Enter Expenses** screen. To add expenses select **Add**.

Local Voucher Info

Doc Name:
CD091223_L02

Traveler:

[View Adjustments](#)

Create Local Voucher

Finances

- Expenses
- Accounting
- Financial Summary

Review

- Review Profile
- Review Local Voucher
- Pre-Audits
- Sign and Submit

Enter Expenses

Verify that each receipt contains the required information for reimbursement. The following are **NOT** receipts: airfare Itinerary, rental car booking estimate, hotel online booking confirmation, DTS reservation booking details.

You have uploaded documents waiting to be assigned. [Assign documents now.](#)

Sort By: Date (Newest) | Expand All | Add

Add A New Expense

Expense Summary		
Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$0.00	\$0.00

Continue >

Step 5: Select **Other Expenses** and then **Other - Create Your Own**.

Add New

Please select one of the options below

Type to filter

- International Travel Expenses
- Mileage Expenses
- Other Expenses
- Transportation Expenses
- Documents

Add New

Please select one of the options below

Type to filter

- Back
- Other - Create Your Own
- Recruiter - Parking
- Recruiter - Snack
- Returned Payment

5a: Expense Name: *IDT LODGING* or *IDT LODGING TAXES*

5b: Purpose: *IDT LODGING*

5c: Expense Date: Night of lodging being claimed—each night will need to be entered separately. Taxes & fees also need to be entered separately.

5d: Method of Reimbursement: if **GTCC** was used, leave as is. If personal CC was used, change to **Personal**.

5e: Click **Attach Receipt**.

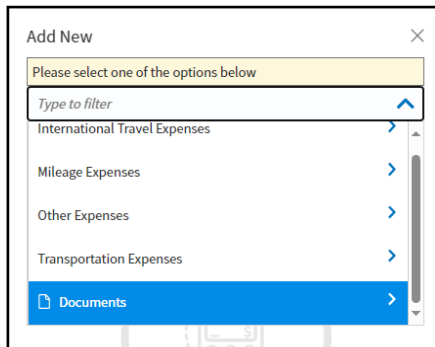
The image shows two side-by-side screenshots of a web application's 'Add New' expense form. Both screenshots show the 'Select Type*' dropdown set to 'Other - Create Your Own'. The left screenshot shows the 'Expense Name*' field with 'IDT LODGING', 'Purpose*' with 'IDT LODGING', 'Expense Date*' with a calendar icon and '09/20/2023', and 'Expense Amount*' with '\$ 100'. The right screenshot shows the 'Method of Reimbursement*' dropdown set to 'GTCC ending in **0501' and a 'Notes' text area below it. Both forms have 'Attach Receipt' buttons and 'Cancel' and 'Add' buttons at the bottom.

5f: Select **Browse** to find the correct document. Once the correct file is selected, click **Retain as PDF** and then **Select**. This will take you back to the main expense pop-out. Click **Add**.

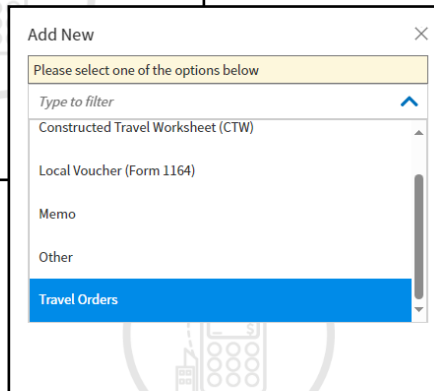
The image shows three sequential screenshots of the receipt attachment process. The first screenshot is the 'Attach Receipt' dialog with a 'Select a file*' field and a 'Browse' button. A red arrow points to the 'Browse' button. The second screenshot shows the file selection screen with 'LODGING RECEIPT - Last Name.pdf' selected and a 'Browse' button. A red arrow points to the 'Browse' button. Below the file name, the checkbox 'Retain as PDF (e.g., CTW, Digitally Signed PDFs)' is checked. A red arrow points to this checkbox. At the bottom, a 'Select' button is highlighted with a red arrow. The third screenshot is the 'Add New' form with the receipt attached. A red box highlights the 'View Attachments(1)' link. A red arrow points to the 'Add' button at the bottom right.

Upload 40As as Substantiating Documents

Step 6: Upload 40As (automated 40As + color *UTAPS calendar OR certified 40As). Click **Add** and scroll down to select **Documents**. Click **Travel Orders** and then **Browse** to find your 40As. Make sure the **Retain as PDF** box is checked and then click **Select**. This will take you back to the main pop-out. Type *Automated 40As / UTAPS / Certified 40As*, as applicable, in the **Notes** box. Click **Add**.

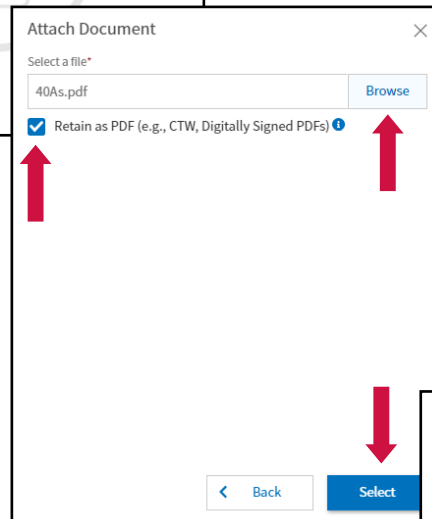


This screenshot shows the 'Add New' dialog box. The 'Please select one of the options below' section is active, and 'Documents' is highlighted in blue at the bottom of the list. Other options visible include International Travel Expenses, Mileage Expenses, Other Expenses, and Transportation Expenses.

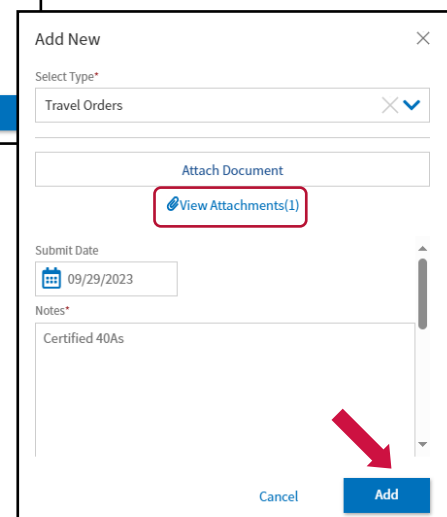


This screenshot shows the 'Add New' dialog box with 'Travel Orders' selected in blue. Other options visible include Constructed Travel Worksheet (CTW), Local Voucher (Form 1164), Memo, and Other.

**Refer to page 1. UTAPS calendar MUST show name and IDT dates blacked out showing they are paid.*



This screenshot shows the 'Attach Document' dialog box. The file '40As.pdf' is selected, and the 'Browse' button is visible. The checkbox 'Retain as PDF (e.g., CTW, Digitally Signed PDFs)' is checked. Red arrows point to the 'Browse' button, the checked checkbox, and the 'Select' button at the bottom.



This screenshot shows the 'Add New' dialog box with 'Travel Orders' selected. The 'Attach Document' section is visible, and a red box highlights the 'View Attachments(1)' link. The 'Submit Date' is set to 09/29/2023, and the 'Notes' field contains 'Certified 40As'. The 'Add' button at the bottom right is highlighted with a red arrow.

Accounting

Step 7: Click **Add LOA** and then search **24 IDT LODGE OM**. Click to choose this Line of Accounting (LOA). Click **Continue**.

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.

ACCOUNTING SUMMARY

Calculated Trip Cost
\$220.00

< Back Continue >

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 DFXAFRARPCRIO >

Shared LOA >

Cross Org LOA >

ACCOUNTING SUMMARY

Calculated Trip Cost
\$220.00

< Back Continue >

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

24 URUG OFF (DFXAFRARPCRIO)

24 HQ RIO OM (DFXAFRARPCRIO)

24 IDT LODGE OM (DFXAFRARPCRIO)

24 MEDCON ENL (DFXAFRARPCRIO)

24 MEDCON OFF (DFXAFRARPCRIO)

24 OM YR (DFXAFRARPCRIO)

24 RPA CIOR ENL (DFXAFRARPCRIO)

ACCOUNTING SUMMARY

Calculated Trip Cost
\$220.00

< Back Continue >

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

ACCOUNTING LABEL	ORGANIZATION
24 IDT LODGE...	DFXAFRARPCRIO

Allocations

This trip is 100% allocated to 24 IDT LODGE OM

Hide Details

24 IDT LODGE OM	ALLOWED	ACTUAL
OTHER	\$220.00	\$220.00
Sub Total	\$220.00	\$220.00

ACCOUNTING SUMMARY

Calculated Trip Cost
\$220.00

< Back Continue >

Financial Summary

Step 8: Verify *Net to Traveler* amount in the *Entitlement Summary* section. If Method of Reimbursement was saved incorrectly for the lodging expenses, you will need to go back to the Expenses section and adjust each expense to reflect the correct method of reimbursement. If everything looks correct, click **Continue**.

Review Financial Summary

Expense Summary

Reimbursable Expenses	\$220.00
Non-Reimbursable Expenses	\$0.00
Total Expenses	\$220.00

[Show Details](#)

Credit Summary

Collections	\$0.00
Waiver/Appeals	\$0.00
Net To Traveler	\$220.00
Balance Due US	\$0.00

[Show Details](#)

Entitlement Summary [Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$0.00	\$220.00	\$220.00
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$0.00	\$220.00	\$220.00
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$0.00	\$220.00	\$220.00

< Back Continue >



Review Profile & Claim

Step 9: Review Profile information. Ensure address, email, and checking/savings account information is correct and updated. Click **Continue**.

Review Profile

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

Profile

 PEGGY HICKPICKER 123 MAIN ST AURORA, CO 80012	GTCC Card ending in 0001  Exp. Date 04/24
Permanent Duty Station 18420 E. SILVER CREEK AVE BLDG 390 STOP 68 BUCKLEY SFB, CO	Checking Account Account ending in 0011
Email PEGGY.HICKPICKER@us.af.mil	

[Open Profile](#)

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

Step 10: Review Local Trip Voucher for accuracy. Revisit any areas that need adjusted. Click **Continue** when finished.

Pre Audits

Step 11: Review Pre Audits and provide justification as necessary. If the pre audit is for an excessive expense for lodging or lodging tax, the justification can be **IDT LODGING AUTHORIZED PER ATTACHED 40A**. Click **Continue**.

Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#)

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

5 PRE AUDITS

LOCAL TRAVEL EXPENSE
09/22/2023, 09/21/2023 - EXCEEDS THRESHOLD - 10.0|09/22/2023, 09/21/2023 - EXCEEDS THRESHOLD - 100.0

Justification to Approving Official * [Edit Justification](#)

IDT LODGING

POSSIBLE EXCESSIVE EXPENSE
THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> IDT LODGING > \$0.00

Justification to Approving Official * [Edit Justification](#)

IDT LODGING AUTHORIZED PER ATTACHED 40A

Sign & Submit


Step 12: Check the box to **SIGN** the document. Ensure routing list is **DFXAFRARPCRIOLOGGING**. Include contact information in **Additional Comments** in case the AO has questions. **Submit Completed Document!**


Digital Signature

Local Trip Voucher Status

See where your local trip voucher currently is in the approval process.

[Check document for errors...](#)

 09/28/2023 01:41PM
CREATED
NAME
PEGGY HICKPICKER

 (Pending)
SIGNED

DOCUMENT STATUS * I agree to SIGN this document

ROUTING LIST * DFXAFRARPCRIOLOGGING

Additional Comments
Comments are saved after selecting Submit Completed Document

Please contact 720-555-3545, if necessary

[Close](#) 41/1959

NAME: PEGGY HICKPICKER TODAY'S DATE: 09/29/2023

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](#)

CONGRATULATIONS!

You've submitted your voucher for IDT Lodging, but you're not done yet.

You will need to monitor the email associated with your DTS profile in case your claim is returned for errors. You can also login to DTS and click Local Vouchers to see the status. Common stamps are **Created**, **Signed**, **Reviewed**, **Returned**, and **Approved**.

Both the Review and Approve steps are completed by HQ RIO Travel Reimbursement Office (TRO). For questions or concerns with your claim, please contact your DET **Organization Defense Travel Administrator (ODTA)**.