



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORNOTE 4650  
N33  
1 Oct 2024

COMNAVRESFOR NOTICE 4650

From: Commander, Navy Reserve Force

Subj: INACTIVE DUTY TRAINING REIMBURSABLE TRAVEL REIMBURSEMENT  
AND DEFENSE TRAVEL SYSTEM AUTHORIZATIONS/VOUCHERS

Ref: (a) Joint Travel Regulations  
(b) COMNAVRESFORINST 4650.1C  
(c) COMNAVRESFORNOTE 1570

Encl: (1) IDT-R Business Rules

1. Purpose. To outline how Inactive Duty Training Travel Reimbursement (IDT-R) travel is planned, executed and reimbursed, per reference (a), for the Navy Reserve.

2. Background. This program is designed to reimburse travel for select members of the Navy Reserve to address critical manning and training shortfalls and improve unit readiness for undermanned units and critical skill communities.

3. Scope. Officer and Enlisted Sailors that meet eligibility requirements per reference (c) and travel 150 miles or greater from their primary residence to their drill site. At present, IDT-R participants are required to have a GTCC. Use of the Centrally Billed Account (CBA) is not authorized for IDT-R.

a. Per reference (a), eligible Sailors who opt-in to the IDT-R program can be reimbursed up to the current specified limit in travel expenses for transportation. Sailors are limited to 12 reimbursable round trips to their drill site in FY 25. This program may be restricted due to budget constraints. IDT-R is a discretionary fund that is not considered mission essential travel as drill periods can be rescheduled.

b. The use of the Defense Travel System (DTS) is required for the IDT-R program. Just as with all Navy Reserve travel orders, an authorization and voucher will be required to receive reimbursement for IDT-R.

c. Reimbursable travel expenses are defined in reference (a) and this notice. In and around travel expenses are not authorized as IDT-R is by definition, not local travel. Receipts for reimbursable expenses are required for each trip.

**NOTE: Rental vehicles are authorized for reimbursement IAW with reference (a), provided they are more advantageous to the government than a ride share/taxi. If a rental vehicle is determined to be not advantageous to the government, then only the cost of the ride share/taxi will be reimbursed if the member still chooses to rent a vehicle. Only travel days are reimbursed per reference (a).**

Any outstanding claims must be settled against the previous FY Line of Accounting (LOA) no later than 31 October, of the same calendar year. Failure to comply with this timeline will result in the member not receiving reimbursement. Example: FY24 LOA claims must be settled by 31 October 2024 or reimbursement will not be authorized. Per reference (a), IDT-R is a reimbursement for travel expenses incurred, not an entitlement or travel allowance.

**4. Eligibility**

- a. Eligibility requirements are listed in reference (c).

**5. Responsibilities**

- a. Approved Sailors who participate in the IDT-R program will ensure they have properly completed a DTS authorization prior to travel and a DTS voucher once travel is completed in accordance with enclosure (1) and the Standard Operating Procedures (SOP) housed on the N33 SharePoint page.

- b. Navy Reserve Activity (NRA) Authorizing Officials (AO) will ensure that all authorizations and vouchers are approved IAW reference (a) and this notice. AOs shall use the applicable SOP to ensure proper approval of both the authorization NLT 3 days prior to Sailor's travel date.

- c. COMNAVRESFOR N33 will assign the appropriate Line of Accounting in DTS for each approved member prior to authorization approval.

- d. COMNAVRESFOR N33 will distribute, post on the N33 SharePoint page, and maintain the following SOPs relating to IDT-R:

- (1) IDT-R Creating the DTS Authorization (SOP - 12a)

- (2) IDT-R Creating the DTS Voucher (SOP - 12b)

- (3) IDT-R DTS Authorizing Official (AO) Checklist (SOP - 12c)

- (4) IDT-R DTS Oral Order Confirmation of Approval (SOP - 12d)

- e. For travel reimbursement, Sailors will submit a DTS voucher in the Defense Travel System per the SOPs listed above. Travel claims will be processed accordingly.

f. A Reservist who is unable to obtain an approved DTS Authorization prior to travel on IDT-R must obtain an IDT-R DTS Oral Order Confirmation letter of Approval from the NRA CO as directed in SOP-12d. That letter shall be kept on file at the NRA and uploaded into the Authorization and Voucher for approval of after the fact authorization. IDT-R Oral Order Confirmation of Approval authority resides with the NRA CO.

**NOTE: Failure to provide this letter to the DTS AO will result in disapproval of the DTS Authorization and Voucher.**

6. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Cancellation. This Notice shall be cancelled upon issuance of the COMNAVRESFORINST 4650.1D.



M. J. STEFFEN  
Deputy Commander

Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Notices/>.

### **IDT-R Business Rules**

1. All echelon V Navy Reserve Activity (NRA) Defense Travel System (DTS) routing lists are already in the system (i.e. NRC EXAMPLE SELES or VR-06 SELRES) for Authorizing Official (AO) to approve IDT-R authorizations and vouchers.
  2. Sailors must apply for the IDT-R program IAW reference (c). If approved, the Commander, Navy Reserve Force (CNRF) Lead Defense Travel Administrator (LDTA) will apply the appropriate Line of Accounting (LOA) in DTS. If the Sailor is approved by CNRF N12, but the appropriate LOA has not been applied in DTS, Sailors shall notify their NRA who will then notify CNRF N33 via the REDCOM Organizational Defense Travel Administrator (ODTA). The appropriate LOA must be applied both before the Sailor is able to submit the required DTS Authorization and prior to travel.
  3. Sailors and Authorizing Officials (AO) shall utilize the IDT-R specific SOPs for completion and approval of DTS authorizations and vouchers. Those SOPs can be found on the CNRF N33 SharePoint page located at: <https://private.navreserve.navy.mil/cnrfc/N-Codes/N3/Shared%20Documents/N33.aspx>
  4. Standard DTS voucher submission and approval timelines are still applicable for IDT-R vouchers (i.e. the member has 5 working days to submit the voucher and the AO has 5 working days to approve the voucher). Vouchers not submitted (i.e. not signed by the member) within 45 days of the return travel day will be “zeroed” out per Financial Management Office policy. Members would then utilize the COMNAVRESORNOTE 4650 Defense Travel System Unsubmitted Travel Voucher Management SOP-23 to have the voucher reinstated for payment.
5. AO Business Rules for IDT-R:
- a. AOs shall approve IDT-R authorizations in DTS prior to the member traveling and if unable to do so, shall return the authorization to the member for amendment/correction.
  - b. IDT-R authorizations can only be made in DTS one month prior to the start of the next quarter (e.g. IDT-R for APR 25 (FY-25 Q3) can be made no earlier than MAR 25). CNRF N33 will notify echelon IV commands when funding is available in the IDT-R LOA so that travel plans can be made.
  - c. AOs must ensure that IDT-R participants have an open and active Government Travel Charge Card (GTCC). The use of the GTCC is required for IDT-R travel. The use of the Centrally Billed Account (CBA), for members who do not have a GTCC, is not authorized for IDT-R.
  - d. AOs must ensure that members have uploaded their original IDT order and IDT-R approval email from CNRF N1C2 in the expense portion of the authorization before approval is issued.

e. In some cases, AOs may approve DTS authorizations for travel that exceed the reimbursable limit amount in the JTR, however, the requisite voucher must be amended down to no greater than the JTR limit. As a reminder, IDT-R is a reimbursement for travel expenses not to exceed the allowable limit in the JTR. It is not an entitlement. During the voucher approval, all expenses greater than the allowable limit per the JTR shall be adjusted to not exceed that amount. DTS AOs shall only approve travel vouchers to the IDT location and travel back home that do not exceed the reimbursable limit amount in the JTR.

f. All receipts the traveler incurs on IDT-R shall be uploaded into the DTS voucher, but any that will exceed the allowable reimbursement limit per the JTR shall not be included in the reimbursable amount be adjusted to not exceed that amount (i.e. include the receipt in the voucher documents but make the amount \$0). Refer to the IDT-R specific SOPs found on the N33 SharePoint page for assistance.

g. AOs must determine if a rental car or taxi/ride share is more advantageous to the government prior to IDT-R authorization and voucher approval. AOs may utilize public domain taxi fare and ride share fare finder applications as these are not government contracted services. AOs may only approve rental car reimbursement IAW the provisions in the JTR 032304, section B, paragraph a.

h. AOs shall remind Sailors to select General Service Administration (GSA) airfare (YCA rate) in DTS since these flights are refundable should the member not execute the IDT-R travel. Not booking flights within DTS, as required by the JTR, places risk on the member for not being reimbursed if the drill is cancelled or the traveler doesn't take the flight. But, if the member chooses to book outside of DTS, then they will be limited to reimbursement of the GSA YCA Fair or actual airline cost, whichever is cheaper.

5. IDT-R Meals and Berthing Eligible Expense Reimbursements: IDT-R funding will not be used to provide reimbursement for lodging and meals that are covered by the Subsistence for Enlisted Drill Reservists, and Contract Berthing for Drilling Reservists policies (COMNAVRESFORINST 4000.1G).

**NOTE:** Officer Drilling Reservists are not entitled to Rations In Kind (RIK) funded with Reserve Personnel Navy (RPN) dollars during the scheduled IDT-R Drill Weekend. Only meals on the travel day before or after the IDT period may be reimbursed via IDT-R.

a. Sailors are authorized reimbursement for transportation expenses for one-way distances over 150 miles.

(1) Members may not claim reimbursement for meals covered under the IDT RIK program. This means that:

(a) No dinner reimbursement may be claimed on the night before the first IDT period

(b) No breakfast or lunch may be claimed on the day of the final IDT period

(c) No meals at all may be claimed in between these points.

(2) Members may not claim reimbursement for lodging covered under the Berthing for Drilling Reservists policy. This includes lodging on the night before the first IDT period and all consecutive IDT evenings that follow except for the evening following the final IDT training period.

(3) Meals and lodging may be claimed subject to the following JTR-based limitations:

(a) Maximum daily lodging reimbursement (not including taxes and fees which may carry the claim amount over the max daily rate) is limited to the locality rate at the ZIP code of the NRA, regardless of where the lodging takes place. The locality max lodging rate (which often varies by month) can be found by entering the NRA ZIP code at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Rates are updated annually.

(b) Lodging and meal reimbursements are limited as follows (locality meal rates can be found by entering the NRA ZIP code at <https://www.gsa.gov/travel/plan-book/per-diem-rates> and are updated annually):

1. On the day before the first IDT period, maximum reimbursement for the first meal claimed may not exceed the locality lunch rate at the ZIP code of the NRA, regardless of where the meal is consumed, and maximum reimbursement for the second meal claimed may not exceed the locality breakfast rate in the same manner. No other meal reimbursements on that day are authorized.

2. On the last day of the IDT period, maximum reimbursement is limited to the locality dinner rate at the ZIP code of the NRA, regardless of where the meal is consumed. Only this singular meal reimbursement is authorized on that day.

3. On any days in transit to the NRA other than the day before the first IDT period (e.g., Sailor travels 600 miles and therefore leaves on a Thursday for a weekend drill set), maximum reimbursement for the first meal claimed may not exceed the locality dinner rate at the ZIP code of the NRA, regardless of where the meal is consumed. Maximum reimbursement for the second meal claimed may not exceed the locality lunch rate in the same manner, and maximum reimbursement for the third meal claimed may not exceed the locality breakfast rate in the same manner.

4. On any days in transit from the NRA other than the day of the final IDT period (e.g., Sailor travels 600 miles and thus lodges on a Sunday night en route home after a weekend drill set and continues travel on Monday), the maximum reimbursement for the first meal claimed may not exceed the locality breakfast rate at the ZIP code of the NRA, regardless of where the meal is consumed. Maximum reimbursement for the second meal claimed may not exceed the locality lunch rate in the same manner, and maximum reimbursement for the third meal claimed may not exceed the locality dinner rate in the same manner.

**NOTE.** Total DTS voucher reimbursement is limited to that amount claimed within the boundaries of the above policy or no greater than the specified limit in the JTR, whichever is less.

**NOTE.** Receipts are required for all IDT-R claims/expenses—including meals, rental car, fuel, tolls, etc. This differs from the JTR requirement of receipts > \$75.

7. Fuel Reimbursement Calculation for Rental Car (allowable reimbursable amount) for IDT-R: Fuel reimbursement will be authorized for IDT-R based on the description and calculations below.

Member purchased 7.14 gallons @ \$3.30 per gallon totaling \$23.56.

- a. Determine the one way mileage from the airport to the IDT location and multiply that number by 2 (75 miles one way X 2 = 150 miles)
  - 1) That would be the authorized mileage the member is allowed for IDT-R fuel reimbursement 150 miles authorized
- b. Determine to total amount of miles driven off the rental car receipt (200 miles) and divide that number by the total number of gallons of gas purchased
  - 1) That will give you the miles per gallon rate. (200 miles divided by 7.4 gallons = 28 Miles Per gallon (MPG)
- c. Divide that number by the total authorized round-trip mileage equals total gas (in Gallons) authorized for travel. (Divide 150 miles by 28 MPG = 5.36 gallons)
- d. Multiply the Authorized Gas by the price per gallon. This is the reimbursable amount. (5.36 gallons used times \$3.30 = \$17.69 Allowed)