



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
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COMNAVRESFORNOTE 1570
N1
15 Jan 2026

COMNAVRESFOR NOTICE 1570

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2026 INACTIVE DUTY TRAINING TRAVEL REIMBURSEMENT
POLICY, PROCEDURES, AND DEFENSE TRAVEL SYSTEM AUTHORIZATIONS
AND VOUCHERS

Ref: (a) Joint Travel Regulations
(b) RESPERSMAN 1300-010
(c) COMNAVRESFORINST 4000.1G
(d) COMNAVRESFORINST 4650.1C

Encl: (1) IDT-R Eligible Units and Billets Listing
(2) IDT-R Business Rules

1. Purpose. To establish standardized policy and procedures, per references (a) through (d), for the implementation of Navy Reserve Inactive Duty Training Travel Reimbursement (IDT-R) for Fiscal Year (FY) 2026 and to outline how IDT-R travel is planned, executed, and reimbursed, per reference (a).

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 and Applicability. Officer and enlisted Sailors that meet the eligibility requirements stated in paragraph 4 and travel 150 miles or greater from their primary residence to their drill site. At present, IDT-R participants are required to have a Government Travel Charge Card (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 2026. This program may be restricted due to budget constraints as IDT-R is a discretionary fund that is not considered mission essential travel as drill periods can be rescheduled.

b. Per reference (a), IDT-R is considered official travel and therefore the use of the Defense Travel System (DTS) is required for the IDT-R program. Just as with all Navy Reserve travel orders, a DTS authorization and voucher are required to receive reimbursement for IDT-R.

c. Reimbursable travel expenses are defined in reference (a) and in 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 per reference (a), provided they are more advantageous to the government than a ride share or taxi. If a rental vehicle is determined to be not advantageous to the government, then only the cost of the ride share or taxi will be reimbursed if the member still chooses to rent a vehicle. Only travel days are reimbursed per reference (a).

NOTE: Any outstanding travel claims from the previous FY must be settled against that previous FY line of accounting (LOA) no later than 31 October of the same calendar year (e.g. claims from FY 2025 must be settled by 31 October 2025). Failure to comply with this timeline will result in the member not receiving reimbursement. Per reference (a), IDT-R is a reimbursement for travel expenses incurred, not an entitlement or travel allowance.

4. Eligibility

a. Billets structured with “R” as the fourth digit of the Reserve Functional Area and Sex (RFAS) code.

b. Sailor is assigned to an “R” coded billet on the Reserve Unit Assignment Document (RUAD).

c. Sailor is locally assigned to “R” coded billet, meaning Training Reserve Unit Identification Code (TRUIC) and Unit Mobilization Unit Identification Code are the same. Sailors who are non-locally assigned must submit a TRUIC change to become locally assigned prior to submitting an IDT-R application.

d. Sailor’s primary drilling location is located 150 miles or greater from their primary residence as calculated by the Defense Table of Official Distances using permanent change of station and temporary duty route type.

e. The IDT-R application portal for eligible Sailors is available via the Navy Reserve SharePoint Web site located at: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/SitePages/IDTR_signup2.aspx.

5. Responsibilities

a. Eligible Sailors who would like to participate in the IDT-R program will apply via the Commander Navy Reserve Forces Command (COMNAVRESFORCOM) Reserve Policy (N1C2) SharePoint Web site listed in subparagraph 4e. Sailors are encouraged to verify all eligibility criteria are and effective via a set of approved Individual Duty Training (IDT) orders prior to completing the IDT-R application.

b. 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 per enclosure (2) and the Standard Operating Procedures (SOP) housed on the COMNAVRESFORCOM Force Travel (N33) Navy Reserve SharePoint Website located at: <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Shared%20Documents/N33.aspx>.

c. Navy Reserve Activity (NRA) authorizing officials (AO) will ensure that all authorizations and vouchers are approved per reference (a) and this notice. AOs must use the applicable SOP to ensure proper approval of both the authorization no later than 3 days prior to Sailor's travel date.

d. COMNAVRESFORCOM Personnel Assignment (N12) will adjudicate TRUIC change requests per reference (b), and vet submitted applications to ensure eligibility.

e. COMNAVRESFORCOM N33 will assign the appropriate LOA in DTS for each approved member prior to authorization approval.

f. COMNAVRESFORCOM N33 will distribute, post on the COMNAVRESFORCOM N33 SharePoint Web site, and maintain the SOPs relating to IDT-R, cited in subparagraphs 5f(1) through 5f(4).

(1) SOP 12a - IDT-R DTS Authorizations

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

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

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

g. For travel reimbursement, Sailors will submit a DTS voucher in the DTS per the SOPs listed in subparagraphs 5f(1) through 5f(4). Travel claims will be processed accordingly.

h. 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 commanding officer (CO) as directed in SOP-12d. That letter must 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 format, will be managed per Secretary of the Navy Manual 5210.1 of September 2019.
7. Cancellation Contingency. This notice will remain in effect for 1 year or until revised.



L. A. FROST
Deputy Commander

Releasability and distribution:

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

IDT-R ELIGIBLE UNITS AND BILLETS LISTING

1. Commander Naval Air Force Reserve Units. All billets
2. Commander Naval Information Force Reserve Units
 - a. CO, executive officer (XO), officer in charge (OIC), command master chief (CMC), command senior chief (CSC), and senior enlisted leadership (SEL) coded billets.
 - b. Billets with a rating of Intelligence Specialist, Cryptologic Technician, Information Systems Technician, or Aerographer's Mate.
 - c. Billets with a designator of 18XX (O1 through O4) and all 7810 designators.
 - d. Commander Naval Information Force Reserve region deputy billets.
 - e. Commander Naval Information Force Reserve headquarters chief of staff billet.
3. Maritime Expeditionary Security Force Units. All billets
4. Naval Special Warfare Units. All billets
5. United States Marine Corps Units
 - a. CO, XO, OIC, and milestone leadership coded billets.
 - b. Marine Forces Reserve level senior officer and deputy billets (O3 through O6).
 - c. Regimental level senior officer and deputy billets (O4 and O5).
 - d. Direct report battalion senior officer and deputy billets (O2 through O6).
 - e. Religious support senior officer and deputy billets (O4 and O5).
 - f. Marine Logistics Group Medical and Dental Officers (21XX, 22XX, 23XX, 29XX).
 - g. All enlisted billets
6. Naval Sea Systems Command Units
 - a. CO, XO, OIC, CMC, CSC, and SEL leadership coded billets.
 - b. All billets in Navy Reserve (NR) Expeditionary Exploitation Unit 1, 87230.

7. Operational Level of War Units. All billets
8. Bureau of Medicine and Surgery Units
 - a. CO, XO, OIC, CMC, CSC, SEL, and executive leadership coded billets.
 - b. Billets with a rating of Hospital Corpman (HM) or Logistics Specialist (E7 through E9).
 - c. All billets in Expeditionary Medical units: 89855, 89641, 83974, 83602, 83673, 87069, 83993, 83859, 83842.
 - d. All billets in Adaptive Mobilization Medical Units: 86100, 89783, 89745, 83953, 83952, and 83950.
9. Navy Diver Units: Billets with a rating of Navy diver or HM assigned to NR Undersea Rescue, 85788.
10. Outside The Continental United States Units Specified in RESPERSMAN 1300-020: All billets in RUICs 84229, 55484, 84257, 84187, 86912, 85136, and 88820.
11. Joint Staff Units
 - a. All billets in Joint Staff North, 86822.
 - b. All billets in Joint Staff South, 86925.
12. Littoral Combat Ship Squadron 1 Units. CO, XO, OIC, CMC, CSC, and SEL leadership coded billets.
13. Unmanned Undersea Vehicles Units. All billets
14. Submarine Force (SUBFOR) Expeditionary Maintenance Units
 - a. CO, XO, and SEL leadership coded billets.
 - b. Senior enlisted billets (E7 through E9).
15. SUBFOR Strategic Security Forces Units
 - a. CO and XO leadership coded billets.

b. All enlisted billets in NR Commander, Submarine Group (COMSUBGRU) 9 FP KIT, 83176.

c. All enlisted billets in NR COMSUBGRU 9 FP ALA, 83599.

d. All enlisted billets in NR COMSUBGRU10 FP BAL, 83144.

e. All enlisted billets in NR COMSUBGRU10 FP LIN, 83145.

16. Amphibious Forces Units

a. All officer billets in Naval Beach Group 1, 8544.

b. All officer billets in Amphibious Construction Battalion 1, 8281.

c. All officer billets in Assault Craft Unit 1, 85453.

d. All officer billets in Beachmaster Unit 1, 85440.

17. Carrier Strike Group 4 (CSG-4) Units. All CSG-4 units located at Navy Reserve Center, Norfolk.

18. Naval Construction Group Units

a. CO, XO, OIC, CMC, CSC, and SEL leadership coded billets.

b. Senior operations officer billets.

19. Navy Expeditionary Logistics Support Group Units: All billets

20. Naval Installations Units

a. Billets with a rating of Master-at-Arms.

b. Billets with designator of 649X.

c. All billets in NR Commander, Navy Region Japan headquarters, 84133.

21. Commander, Navy Installations Command Fire and Emergency Service Units. All billets

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- 22. Naval Reserve Officers Training Corps Newport Unit. All officer billets in NR OTC, 84033.
- 23. Naval Supply Systems Command Fleet Logistics Center Units. All billets
- 24. COMNAVRESFORCOM CAG. Officer billets (O3 through O6).
- 25. U.S. Fleet Cyber Command and Navy Space Command. All billets in NR NAVSPACE HQ, 82898.

IDT-R Business Rules

1. All echelon 5 NRA DTS routing lists are already in the system (i.e. NRC EXAMPLE SELRES or VR-06 SELRES) for the AO to approve IDT-R authorizations and vouchers.
2. Sailors must apply for the IDT-R program per this notice. If approved, the COMNAVRESFORCOM Lead Defense Travel Administrator (LDTA) will apply the appropriate Line of Accounting (LOA) in DTS. If the Sailor is approved by COMNAVRESFORCOM N12, but the appropriate LOA has not been applied in DTS, Sailors should notify their NRA who will then notify COMNAVRESFORCOM N33 via the Navy Reserve Region Readiness and Mobilization Command 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 AOs should utilize the IDT-R specific SOPs for completion and approval of DTS authorizations and vouchers.
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 COMNAVRESFORCOM N33 SOP-23, Defense Travel System Unsubmitted Travel Voucher Management to have the voucher reinstated for payment.
5. AO Business Rules for IDT-R
 - a. AOs must approve IDT-R authorizations in DTS prior to the member traveling and if unable to do so, must return the authorization to the member for amendment or correction.
 - b. IDT-R authorizations can only be made in DTS 1 month prior to the start of the next quarter (e.g. IDT-R for April 2026 (FY 2026, quarter 3) can be made no earlier than March 2026). COMNAVRESFORCOM N33 will notify echelon 4 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 GTCC. The use of the GTCC is required for IDT-R travel. The use of the 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 Inactive Duty Training (IDT) orders and IDT-R approval e-mail from COMNAVRESFORCOM 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 reference (a), however, the requisite voucher must be amended down to no greater than the limit outlined in reference (a). As a reminder, IDT-R is a reimbursement for travel expenses not to exceed the allowable limit in reference (a), it is not entitlement. During the voucher approval, all expenses greater than the allowable limit per reference (a) will be adjusted to not exceed that amount. DTS AOs must only approve travel vouchers to the IDT location and travel back home that do not exceed the reimbursable limit amount in reference (a)

f. The traveler must upload all receipts incurred on IDT-R into the DTS voucher, but any that will exceed the allowable reimbursement limit per reference (a) should not be included in the reimbursable amount and must 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 COMNAVRESFORCOM N33 Navy Reserve SharePoint Web site.

g. AOs must determine if a rental car or taxi or 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 per reference (a), article 032304, section B, paragraph a.

h. AOs should 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 per reference (a), places risk on the member for not being reimbursed if the drill is cancelled or the traveler doesn't take the flight. If the member chooses to book outside of DTS, they will be limited to reimbursement of the GSA YCA fair or actual airline cost, whichever is cheaper.

6. IDT-R Meals and Berthing Eligible Expense Reimbursement. IDT-R funding will not be used to provide reimbursement for lodging and meals that are covered by reference (c).

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 subparagraphs 6a(3)(a) through 6a(3)(b)4 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 Zone Improvement Plan (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 via the Web site: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Rates are updated annually.

(b) Lodging and meal reimbursements are limited as outlined in subparagraphs 6a(3)(b)1 through 6a(3)(b)4 (locality meal rates can be found by entering the NRA ZIP code via the Web site: at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Rates 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 local 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 local 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 policy or no greater than the specified limit in reference (a), whichever is less.

NOTE. Receipts are required for all IDT-R claims and expenses, including meals, rental car, fuel, tolls, etc. This differs from reference (a) requirement of receipts greater than \$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 in subparagraphs 6a through 6d.

Note: 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). That would be the authorized mileage the member is allowed for IDT-R fuel reimbursement 150 miles authorized.

b. Determine the total amount of miles driven from the rental car receipt (200 miles) and divide that number by the total number of gallons of gas purchased. That will provide 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).