INFORMATION PAPER

DefenseTravel Management Office

Inactive Duty Training (IDT) Travel Reimbursement in the Defense Travel System (DTS)

July 29, 2026

Introduction

The Inactive Duty Training Travel Reimbursement Program (IDT-TRP), governed by the *Joint Travel Regulations (JTR)*, *par. 032304*, authorizes eligible Reserve Component members to receive reimbursement for actual travel expenses incurred when commuting 150 miles one way or more from their primary residence to their assigned drill location. Reimbursement is capped at $750 per round trip and requires meticulous processing through the Defense Travel System (DTS). A key requirement is claiming actual meal expenses during travel days rather than receiving standard per diem.

**In this information paper, unless stated otherwise, "you" are a traveler; however, the actions described also apply to anyone who creates documents for you, such as a Non-DTS Entry Agent or travel clerk*.

Program Overview & JTR Policy

The IDT-TRP mitigates the financial burden on Reserve Component members traveling significant distances to maintain mission readiness. It is not an entitlement; it is a discretionary reimbursement program subject to command funding and specific *JTR* guidelines.

Table 1: Policy

Policy	JTR, par. 032304 and Service Specific Regulations
Eligibility	An eligible RC member must meet one of the following eligibility criteria: a. Qualified in a skill designated as critically short by the Secretary concerned. b. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the Service member's RC with a critical staffing shortage. c. Assigned to a unit or position that is disestablished or relocated because of Defense Base Realignment and Closure or other force structure reallocation.
Distance Requirement	The RC member's primary residence must be 150 miles or more (one way) from the assigned permanent duty station (PDS).
Reimbursement Cap	Up to $750 per round trip (including all travel and meal costs).

Pre-Travel: Creating the DTS Authorization

IDT travel differs from the standard or typical TDY travel as it requires zeroing out standard per diem for the duration of the drill. Here are the key tips for an authorization for IDT travel:

- **Itinerary**: Must accurately reflect travel days and drill days.
- **Accounting**: Ensure the IDT-TRP specific Line of Accounting (LOA) is applied.
- **Using the "Other Mileage Rate"**: If a privately owned vehicle (POV) is used to commute to the drill site, ensure that the "other mileage rate" is selected to reimburse $0.205 per mile. **Note**: Mileage rates may change per year. Verify the current mileage rates on the DTMO website at https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rates/.
- **Using City Pair Flights and U.S. Government Rental Vehicle Program**: Members that are eligible for the IDT travel reimbursement may use *GSA City Pair fares* and *U.S. Government Rental Vehicle Program* for transportation to and from the drill site.
- **Technical Workaround: Claiming Actual Meals via "In Place" and "Special Rate"**: Because DTS automatically populates standard M&IE (Meals & Incidental Expenses) rates which are not authorized for IDT travel, a workaround is required to claim only the actual cost of meals consumed on the first and last days of travel. The following steps must be followed, to ensure the RC member is correctly reimbursed:
    1. **Navigate to the Per Diem Tab**: Within the DTS document, go to **Trip Summary** and select **Per Diem**.
    2. **Edit Travel Days**: Select the first day and last day of travel (the transit days). Click Edit Selected Days.
    3. **Set Duty Status to "In Place"**: In the *Duty Status dropdown* menu, select *In Place**. Rationale: * This status allows for manual overrides of entitlements that are otherwise restricted at a duty station.
    4. **Apply "Special Rate" for Meals**: In the *Values or Rate Selection* area, choose *Special Rate** from the dropdown menu. *This will unlock the M&IE field for manual entry.
    5. **Enter Actual Meal Costs**: In the *M&IE** field, enter the total actual cost of meals for that specific travel day.
    6. **Zero Out Non-Travel Days**: For the actual drill days, ensure the meal rate is set to $0, as subsistence is generally provided or not reimbursable under this program during the duty period.
    7. **Provide Justification**: *When prompted by the **Pre-Audit** flags, enter a justification. *Example*: "Manual adjustment using Special Rate/In Place to claim actual meal expenses for travel days per IDT-TRP policy (JTR, par. 032304)."
    8. **Save**: Choose "Save These Dates" to update the estimated reimbursement.

Post-Travel: Filing the DTS Voucher

Here are the key tips when completing a voucher for IDT travel:

- **Receipts**: Receipts are required for any transportation or meal cost exceeding $75.00. If lodging is incurred, a receipt must be submitted for any value.
- **Alcohol Prohibited**: Alcohol is not authorized to be reimbursed.
- **Statutory Cap**: The total costs of airfare, mileage, lodging, and actual meals must be manually tracked to ensure the total does not exceed $750 cap. If it does, the traveler or AO must reduce the claimed expenses to meet the limit.

Common Discrepancies and Additional Help

Here are critical items requiring special attention to prevent discrepancies:

- **M&IE**: Remove or zero out the M&IE. Falling to do so results in an overpayment of standard per diem which will be identified by audit and require debt collection.
- **Meals**: Each meal must be itemized. Meals include the costs of food and taxes, which may be reimbursed. If alcohol is purchased with a meal, then the alcohol costs must be removed, and the taxes must be pro-rated to eliminate taxes on alcohol. Falling to proper account for the meal expenses can result in an overpayment and debt collection.
- **Other Mileage Rate**: As specified in the *JTR* for IDT travel, ensure POV mileage is claimed at the "Other Mileage Rate". Selecting any other mileage rate can result in an overpayment and debt collection.

While this paper provides some general information, consult your unit Organizational Defense Travel Administrator (ODTA) or local Resource Management (RM) office when processing IDT travel.

Resources

For more about travel policy, see the *Joint Travel Regulations (JTR)*

For more information on processing a voucher, see *DTS Guide 3: Vouchers*