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FM COMDT COGARD WASHINGTON DC  
TO ALCOAST  
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ALCOAST 233/24

SSIC 4600

SUBJ: FY24 INACTIVE DUTY TRAINING TRAVEL REIMBURSEMENT PROGRAM -  
PHASE 3

A. COMDT COGARD WASHINGTON DC 201301Z OCT 23/ALCOAST 403/23

B. COMDT COGARD WASHINGTON DC 081520Z MAR 24/ALCOAST 116/24

C. Reserve Component Action Plan

D. Reserve Duty Status and Participation, COMDTINST 1001.2A

E. Government Travel Charge Card (GTCC) Program Policies and  
Procedures, COMDTINST 4600.18

F. The Joint Travel Regulations (JTR)

G. ALCGFINANCE 026/23, FY23 CLOSEOUT GUIDANCE

1. This ALCOAST announces the expansion of FY24 Inactive Duty  
Training Travel Reimbursement Program (IDT-TRP) to Phase 3. The  
policy in this message supersedes REFs (A) and (B).

2. IDT-TRP implements goals outlined in REF (C) to restore  
the Selected Reserve (SELRES) to authorized strength and advance  
benefits parity for the total workforce by reimbursing eligible  
travel expenses for members serving in critical skills communities,  
critical staffing shortfalls, and/or at understaffed units. IDT-TRP  
is not an entitlement and is not guaranteed each fiscal year (FY).  
COMDT (CG-R) will conduct an annual review of IDT-TRP and publish  
updated eligibility criteria based on funding availability.

3. Phase 3 Units with members eligible for IDT-TRP are encouraged to  
identify an IDT-TRP Command Representative. IDT-TRP Command  
Representatives should familiarize themselves with the program at  
the SharePoint site in paragraph 7. Command Representatives support  
the unit and the program by providing counseling to members on  
program requirements and may be trained as a collateral Approving  
Official (AO) for IDT-TRP travel claims.

4. Phase 3 Eligibility Criteria and Timeline:

a. Eligible members must be drilling reservists with satisfactory  
participation during the previous FY, in accordance with REF (D).  
This requirement shall not prohibit new reservists, within 6 months  
from accession, from applying with Command approval.

b. Eligible members shall have an active GTCC account in good  
standing, in accordance with REFs (D) and (E) and shall ensure the  
GTCC is loaded into the E-Gov Travel System (ETS) user profile.  
IDT-TRP approved members may use the GTCC to secure the government  
contract airfare by calling SATO and shall not use the GTCC for any  
other travel expenses.

c. Phase 3 participants are members in paygrades E6 and below  
assigned to a Station within the following Districts: D1, D5, and  
D7. All members eligible during Phase 1 and 2, remain eligible  
during Phase 3.

d. All other members of the SELRES remain ineligible for IDT-TRP  
during Phase 3.

e. A member's assigned duty station must be located 150 miles or

more, one way, from their primary residence, as recorded in Direct Access, and as calculated by the Defense Table of Official Distances (DTOD) using Permanent Change of Station/Temporary Duty route type. A list of potentially eligible members, and their DTOD mileage, at the units listed in paragraph 4.c. is posted on the COMDT (CG-R82) SharePoint site in paragraph 7.

f. Members who meet the eligibility requirements above (4.a. through 4.d.) and desire to participate in IDT-TRP must coordinate with their Command to receive authorization from COMDT (CG-R82) prior to participation. The procedures required to request authorization are outlined on the COMDT (CG-R82) SharePoint site in paragraph 7. Requests for IDT-TRP authorization may be submitted beginning on the date of this message.

g. Members that meet all eligibility requirements above (4.a through 4.d.) but are not listed on the COMDT (CG-R82) SharePoint site in paragraph 7, are encouraged to coordinate with their Command to identify and correct any discrepancies in Direct Access, then follow the procedures required to request authorization outlined on the COMDT (CG-R82) SharePoint site in paragraph 7.

h. Waivers to eligibility criteria will not be considered during Phase 3.

#### 5. Reimbursement:

a. In accordance with REF (F), reimbursement for travel costs will not exceed \$500 per round-trip. ETS does not have the capability to automatically cap reimbursement, members must not claim more than \$500 in reimbursable expenses. Travel claims exceeding maximum reimbursement will be subject to recoupment of funds. Only actual costs and fees incurred as a result of travel between a member's primary residence and their permanent duty station may be paid as a reimbursable expense. Authorized expenses are listed in the IDT-TRP Guide which is located on the COMDT (CG-R82) SharePoint site in paragraph 7.

(1) POV: If a privately owned vehicle (POV) is used, reimbursement is at the "other mileage rate" for the official distance to and from the IDT location and for any parking fees and highway, bridge, and tunnel tolls.

(2) Meals: The intent of meal reimbursement is to reimburse members for meals consumed during transit between their primary residence and assigned duty station. To ensure program success and continued expansion, members should only claim meals actually consumed during travel periods. Meal reimbursement requires an itemized, legible receipt with the date and is based on the actual meal cost, including tips and taxes but excluding alcoholic beverages, up to the maximum locality meal rate and incidental expenses (M&IE) rate for the duty location. Members entitled to IDT subsistence allowance as part of drill pay, who travel on a duty day, may not request reimbursement for the same meal(s) in the IDT-TRP local travel claim.

b. Members approved during Phase 3 are limited to reimbursement for 4 round trips in FY24. Approved members are authorized to file for reimbursement upon receipt of approval email from IDT-TRP. Retroactive travel claims are not authorized. Phase 3 members are encouraged to apply early to maximize reimbursement potential. Eligible members approved during Phase 1 are limited to 12 round

trips in FY24. Eligible members approved during Phase 2 are limited to 7 round trips in FY24.

c. All IDT-TRP claims will be processed using ETS. The current ETS process for IDT-TRP uses local travel claims and has greatly improved the end-user experience. All IDT-TRP travel claims shall use the local travel claim process with the exception of previously approved authorizations for Phase 1 members. A step-by-step guide for members and AOs outlining the reimbursement process and timelines can be found in the IDT-TRP Guide located on the COMDT (CG-R82) SharePoint site in paragraph 7.

d. In accordance with REF (E) members are required to submit IDT-TRP travel claims in ETS no more than three days following completion of round-trip travel. AOs shall take appropriate action on travel claims within two working days of receipt.

(1) Failure to submit local travel claims within 45 days of travel will result in loss of eligibility for reimbursement for that roundtrip. Travel claims submitted after 45 days shall be denied by the AO.

(2) All IDT-TRP vouchers must be approved by the AO no later than 25 September 2024 to allow for financial closeout procedures. Local travel claims and final vouchers not submitted and approved by the AO by the published FY closeout deadline will not be eligible for reimbursement.

(3) Travel completed on or after 11 August 2024 must comply with the deadline in paragraph 5.d.(2), which will be less than 45 days.

e. Individual units are responsible for ensuring IDT-TRP claims are submitted and approved in a timely manner. Approved IDT-TRP members who abuse the system by filing multiple late and/or false claims will be removed from IDT-TRP.

f. Reimbursement will continue at the discretion of COMDT (CG-R82) and may be restricted at any time due to budget constraints.

6. Eligibility criteria will be reviewed and released via ALCOAST annually. Members that continue to meet eligibility criteria must re-apply each FY.

7. COMDT (CG-R82) SharePoint Site:

(Copy and Paste URL Below into Browser)

<https://uscg.sharepoint-mil.us/sites/CGR/SitePages/CG-R82.aspx>

8. POC: Questions about the IDT-TRP should be directed to the Reserve Resource Management Division (CG-R82) at [IDTTravel@uscg.mil](mailto:IDTTravel@uscg.mil).

9. CAPT Scott Toves, Acting, Assistant Commandant for Reserve (CG-R), sends.

10. Internet release is authorized.