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FM COMDT COGARD WASHINGTON DC
TO ALCOAST
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ALCOAST 343/24

SSIC 4600

SUBJ: FY25 RESERVE INACTIVE DUTY TRAINING - TRAVEL REIMBURSEMENT
PROGRAM ENROLLMENT DEADLINE, ELIGIBILITY, ENROLLMENT PROCEDURE, AND
PROCESS

A. Reserve Duty Status and Participation, COMDTINST 1001.2A

B. Government Travel Charge Card (GTCC) Program Policies and
Procedures, COMDTINST M4600.18

C. The Joint Travel Regulations (JTR)

D. COMDT COGARD WASHINGTON DC 152058Z JUL 24/ALCGFINANCE 023/24

1. Based upon the highly successful phased implementation of the Reserve Inactive Duty Training - Travel Reimbursement Program (IDT-TRP) in FY24, the program is being expanded in FY25 to include all eligible Selected Reserve (SELRES) members in the paygrades of E-6 and below. Commands, senior leaders, and reservists should communicate and follow the guidelines in this annual message along with the FY25 Reserve Inactive Duty Training (IDT) and FY25 Reserve Active Duty for Training (ADT) ALCOAST messages to be released later this month. These three annual messages help to maximize the use of our limited Coast Guard Reserve funding while ensuring the Reserve workforce fully utilizes the training opportunities and benefits offered each year.

2. ENROLLMENT DEADLINE. This message announces how eligible SELRES members enroll and participate in IDT-TRP in FY25. The enrollment period is open from the release date of this message through 02 December 2024 and represents the servicewide deadline for IDT-TRP enrollment in FY25. The members listed in 2.A. through 2.C. are eligible to enroll, with Command approval, after the enrollment deadline. All other waivers to the enrollment deadline for special circumstances must be approved by COMDT (CG-R82) prior to enrollment. No enrollment will be accepted in Q4.

a. New reservists within 6 months of their accession date.

b. Members on approved maternity leave for the duration of the enrollment period.

c. Members returning to a "drilling status" after short-term Active Duty for Operational Support (ADOS) orders that spanned the duration of the enrollment period.

3. ELIGIBILITY. FY25 IDT-TRP participation is available to all SELRES members in the paygrades of E-6 and below who meet all of the following criteria:

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

b. Must have a Government Travel Charge Card (GTCC) in good standing and ensure the GTCC is loaded into the E-Gov Travel System (ETS) user profile, in accordance with REFs (A) and (B). Members without a GTCC are encouraged to apply for one as soon as possible

and submit a request for authorization prior to the deadline in paragraph 2.

c. The 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 the Permanent Change of Station/Temporary Duty route type.

4. ENROLLMENT PROCEDURE. The procedures required to request authorization as well as the current by-name list of all SELRES members, E6 & below, that live 150 miles or greater from their duty station according to Direct Access (DA) and their DTOD mileage, are maintained on the IDT-TRP SharePoint site found here:
(Copy and Paste URL Below into Browser)

https://uscg.sharepoint-mil.us/sites/CGR/SitePages/CG-R82-IDT-TRP_1.aspx

Members on the list are not pre-approved and must follow the enrollment process outlined in the IDT-TRP guide. Members who meet the eligibility requirements in paragraph 3, but do not appear on the list, may need to update their address in DA. For members not yet reflected on the DA Personnel Assignment List due to re-assignment, Command Representative signature on the counseling page will be accepted as confirmation of assignment to the unit.

5. REIMBURSEMENT PROCESS:

a. In accordance with REF (C), 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. ETS voucher/SATO fees may be claimed in addition to the \$500. Travel claims exceeding maximum reimbursement are 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 IDT-TRP SharePoint site in paragraph 4.

(1) Privately Owned Vehicle (POV): If a POV is used, reimbursement is at the "other mileage rate" for the official distance to and from the assigned 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 IDT location. 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 reimbursed at 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 assigned IDT 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. This means members travelling home on a duty day, in which they receive breakfast and lunch in their IDT subsistence pay, will only be eligible for meal reimbursement up to

the dinner & incidentals portion of M&IE.

(3) GTCC usage: The ETS voucher fee will automatically default to the GTCC. 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.

b. Approved members are limited to reimbursement for 12 round trips in FY25 and shall not exceed three round trips in Q4. It is generally expected that members will complete one roundtrip per month in accordance with their unit's training plan and published drill schedule. Approved members are authorized to file for reimbursement upon receipt of approval email from IDT-TRP.

c. All IDT-TRP claims will be processed using ETS. FY25 IDT-TRP will transition solely to the use of the local travel claim process, greatly reducing admin burden and improving the end-user experience. A step-by-step guide for members and Approving Officials (AOs) outlining the reimbursement process and timelines can be found on the IDT-TRP SharePoint site in paragraph 4.

d. In accordance with REF (B), 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 2025 to allow for financial closeout procedures. REF (D) is the FINANCIAL MANAGEMENT AND REPORTING CLOSEOUT GUIDANCE for FY24. Updated guidance for FY25 is forthcoming. Local travel claims and final vouchers not submitted and approved by the AO by the published FY25 closeout deadline will not be eligible for reimbursement. Members should avoid requesting IDT-TRP reimbursement during the final week of the FY.

(3) Travel completed on or after 11 August 2025 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.

6. 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 IDT-TRP SharePoint site in paragraph 4. Command Representatives support the unit and the program by providing counseling to members on program requirements and may be trained as a collateral duty AO for IDT-TRP travel claims.

7. Members are reminded that eligibility criteria will be reviewed annually, and individual enrollment expires at the end of each FY.

8. POC: Inquiries or questions about IDT-TRP should be directed to the Reserve Resource Management Division (CG-R82) at IDTTravel@uscg.mil.

9. The policy outlined in this message is expected to remain in effect until the end of FY25 (30 September 2025) and is contingent

upon funding availability and at the discretion of COMDT (CG-R82).

Any modification or discontinuation of IDT-TRP in FY25 will be communicated via ALCOAST.

10. RADM Tiffany G. Danko, Assistant Commandant for Reserve (CG-R), sends.

11. Internet release is authorized.