



# U.S. AIR FORCE FINANCIAL MANAGEMENT

## Reserve Travel System (RTS) Travel Debt Collection

Use this form to make payment for your indebtedness resulting from travel vouchers processed by the Air Force Financial Services Center (AFFSC), Ellsworth AFB, SD. If you make a payment using this form for any other type of debt, your account may not be properly credited. Payment may be made using your credit or debit card, or by direct debit from your checking account. Payment info will be input on the next screen.

First Name *	MI:	Last Name *	SSN *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grade *	Unit *	DSN Phone *	OR	Commercial Phone *
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Email \*

Travel Voucher Number *	Travel Order Number *	Amount of Travel Debt *
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Travel voucher number, travel order number and amount of travel debt are in the first paragraph of your debt notification letter. These values must be input exactly as shown in your letter.*

**All fields with an \* are required. Please ensure that your SSN, email address and phone are input accurately, in case we need to verify any information or contact you during the processing of your payment. Please provide either DSN or commercial phone number.**

**PAYMENTS MUST BE MADE FOR THE FULL AMOUNT OF THE TRAVEL DEBT.** If payment in full is not made by the suspense date on your notification of indebtedness, including the payment you make on this site, any unpaid amount will be deducted from your first available pay following the processing of this collection. The deduction from your pay will be at the maximum rate allowed by law, as indicated in your notification of indebtedness.

I have read and understood the above statement.

After entering your data above and clicking the box acknowledging understanding of the full payment requirement, click on the Submit Data button to go to the payment information page for entering your card number or account number. After submitting your payment information, it may take up to 5 business days for your payment to be reflected on your travel record in the Reserve Travel System (RTS).

### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 USC 301; 10 USC 8013; E.O. 9397 (SSN) as amended.

**PRINCIPAL PURPOSES:** To positively identify the account of the debtor to be credited with remittances for RTS travel debts processed via this site.

**ROUTINE USES:** Certain 'blanket routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. Additional routine uses are published only once in each DoD component's preamble in the interest of simplicity, economy, and to avoid redundancy. The SSN and name will be used to positively identify the travel account to receive the credit for collections processed via the pay.gov web site.

**DISCLOSURE:** Voluntary; however, failure to furnish the requested information may result in a reduced ability to properly credit your account with the collections processed on this site.

Submit Data