Agenda

• Sources of DoD TDY Travel Policy
• Government Travel Charge Card (GTCC)
• Transportation
• Per Diem – Lodging, Meals, Incidental Expenses
• Reimbursable Expenses
• Special Situations
• Filing Vouchers
Resources

- Joint Federal Travel Regulations, Volume 1 (JFTR)
  - For uniformed members

- Joint Travel Regulations, Volume 2 (JTR)
  - For DoD civilians

- JFTR/JTR – Appendices
  - G = Reimbursable expenses while TDY
  - O = TDY travel (going away)
  - P = City pair program
The Most Important Regulation of All

**ANY GUESSES?**

- Absence of prohibition does not imply permission
  - Paraphrased from JFTR, par. U1000-C and JTR, par. C1050-A

**WHAT DOES THAT MEAN?**

- When deciding whether to approve reimbursement for a particular expense
  - Must prove the regulations allow it
  - Never need to prove they don’t allow it
Government Travel Charge Card

• Mandatory for all, but exceptions exist
  – Most common = infrequent traveler (up to 2x per year)

• Use
  – Must use for official travel expenses when possible
  – May withdraw cash at ATM
Key Points – Government Travel Charge Card

• Only claim for reimbursable, travel-related expenses
  – Some travel-related expenses are not reimbursable
  – Some require pre-travel authorization

• ATM advances
  – Claim for fees charged
  – Don’t claim for amount of advances received
Transportation – Commercial Air Basics

• Default transportation mode for official travel
• Must be arranged by Commercial Travel Office (CTO) (if available)
• DoD standard is for traveler to use:
  – American flag carrier (Fly America Act)
  – Government contracted air fare (City Pairs)
  – Economy/Coach class seat
Transportation – Commercial Air Approval

• AO can authorize some non-standard requests
  – Non-government air fare
  – Foreign flag carrier (if specific criteria are met)

• However, for “other than economy/coach class” travel
  – Regulations very complex
    • Specifics available in JFTR/JTR
  – Authorization level varies per chain of command
    • First class = Min. 3-star or civilian equivalent
    • Business class = Min. 2-star or civilian equivalent
Key Points – Commercial Air

• Claim correct amount
  – DTS quote on authorization is estimate
  – Actual expense required

• Provide receipt if claiming $75 or more
  – Even if booked in DTS

• Don’t claim reimbursement if paid via CBA
Transportation – Rental Car Basics

• Most important rules:
  – Encourage using a company that participates in U.S. Government Rental Car Agreement
  – Must use a CTO to obtain vehicle
  – Compact is default size
  – First choice is lowest cost that meets mission needs

• Justification required for any variance
Transportation – Rental Car Costs

• Standard reimbursable items
  – Rental price + tax
  – Local assessments
  – Gasoline and oil
  – Transportation to and from the rental facility

• Standard reimbursable items (if mission-essential)
  – GPS
  – Snow tires
  – Toll-collection transponders
Transportation – US Government RCA

• Participating companies generally available at CONUS and OCONUS locations

• Covers
  • Unlimited mileage
  • All necessary insurance CONUS
    – Extra insurance MAY be required OCONUS
  • Underage driver fee
  • Additional driver fee
Transportation – Rental Car Use

• Official business only
  – Duty sites
  – Lodging
  – Dining facilities
  – Drugstores
  – Barber shops
  – Places of worship
  – Cleaning establishments
  – For traveler’s subsistence, health, comfort
Transportation – POC Use

• Privately-owned conveyance (POC)
  – If advantageous to Government: full reimbursement
  – Otherwise: limited reimbursement

• Mileage
  – Drive to / from TDY location (aka, en route)
    • Use Defense Table of Official Distances (DTOD)
      – ZIP to ZIP in CONUS & non-foreign OCONUS
      – City to city in foreign OCONUS
  – Drive at TDY location (aka, in-and-around)
    • Use odometer
Key Points – POCs and Rental Cars

• No mileage reimbursement for rental cars
• No gas/oil reimbursement for POC (usually)
• No mileage allowance for passengers
• Claim en route and in-and-around mileage separately
  – Avoid appearance of too much en route mileage
Transportation – Allowable Travel Days

• Commercial air
  – In CONUS or one OCONUS area = 1 day
  – Between CONUS and OCONUS = Ticketed times
  – Between OCONUS areas = Ticketed times

• Ticketed ground transportation (bus, train)
  – Ticketed times

• POC, Government vehicle, rental vehicle
  – 400 miles (or part thereof) per day
Per Diem – Government Lodging

• AO may direct Government quarters only if:
  – Traveler is a uniformed member,
  – Traveler is TDY to installation, AND
  – Quarters exist on that installation

• Traveler must include non-availability number if directed Government lodging is not available
Per Diem – Commercial Lodging

• Maximum daily reimbursement limited by locality
  – Taxes do not count against CONUS lodging limit
  • Also applies to non foreign-OCONUS
  • Claim as a reimbursable expense

• If CTO cannot find lodging under per diem, AO can authorize higher rate
  – 300% rule
  – DTS calculates for you
Per Diem – Other Lodging

- Civilians can be reimbursed if staying with relative or friend
  - Actual documented additional expense
  - Not a fixed rate
  - Estimated costs are not acceptable
Key Points – Lodging

• Hotel bill
  – Only claim actual (not default or estimated) cost
  – Only claim reimbursable costs
    • OK: Parking, official phone calls, etc. (if authorized)
    • NO: Restaurant charges, bar tabs, movies, etc.
    • Receipt required for ANY lodging expense

• Tax
  – If foreign OCONUS, include with lodging cost
  – Otherwise, claim tax separately
  – Don’t claim full tax if voluntarily paying over per diem

• Attach non-availability statement if applicable
Per Diem – Meals

• First /last day = 75% of TDY rate

• Other days
  – Full (locality) meal rate unless meals are:
    • Available (in Government facility)
    • Provided (purchased by Government)
      – Does not apply to complementary meals
Per Diem – Alternate Meal Rates

• Proportional Meal Rate (PMR)
  – 1 or 2 meals available or provided
  – Average of locality rate and GMR

• Government Meal Rate (GMR)
  – 3 meals available
    • TDY to installation
    • Staying in Government quarters
    • Government mess on same installation

• No meal rate
  – 3 meals provided
Per Diem – Alternate Meal Rates (continued)

• Authorized before TDY commences
  – May be increased for “missed meals”
  – May be reduced if meal **provided**

• Typically authorized by AO
  – Training facility commander can also authorize PMR
Per Diem – Incidental Expenses

• How much?
  – CONUS = $5.00 / day
  – OCONUS = Locality rate or $3.50/ day

• Covers small, ad hoc expenses

• Received with authorized meal rate
  – Can receive without meal rate if Essential Unit Messing (EUM) authorized
Key Points – M&IE

• DTS applies per diem rates for TDY location

• Identify correct TDY location
  – If exact location is unavailable
    1. Use default county rate
    2. Use standard CONUS rate
Reimbursable Expenses

• Travelers reimbursed for necessary, reasonable travel-related expenses
  – ATM fees
  – Passport + associated fees
  – CTO fees
  – Energy surcharge/resort fees
  – Lodging taxes (except foreign OCONUS)
  – Cost of traveler’s checks, money orders
  – **Currency conversion fees**/government check cashing
    • Nothing for gains/loses on back and forth
  – Use of computers/printers/fax machines, etc.
  – Use of in-flight communications/computer connections
Reimbursable Expenses (continued)

- More reimbursable expenses:
  - Costs of transportation to / from terminal
  - Driving fees (parking, tolls, ferry)
  - Transportation **tips**
  - Baggage **tips** (ex. civilians for personal property)
  - Parking fees at terminal (up to cost of taxi)
  - Transportation costs at TDY location
  - **Laundry / dry-cleaning:**
    - CONUS only, during TDY
    - Military – after 7 nights TDY, max $2/day
    - Civilians – after 4 nights TDY, no published limit
Reimbursable Expenses (continued)

- More reimbursable expenses:
  - Official calls home
  - Typing services/clerical assistance
  - Service fees for interpreters/guides/drivers
  - Storage of property used for official business
  - Room rental used for official business
  - Excess baggage
  - Registration fees
  - Dual lodging costs
  - Lodging late checkout fees

- See JFTR/JTR, Appendix G for details
Key Points – Reimbursable Expenses

• Only claim an expense once
  – Change estimate vs. add new expense
  – Don’t add reservations again
  – Know your CTO fare rules

• Claim for actual amount, not estimate

• Civilians can’t claim for personal baggage tips

• Taxis are not rental cars!
More Key Points – Reimbursable Expenses

• Currency exchange
  – Claim correct currency ($30 vs. €30 or ¥30)
  – Provide and claim currency conversion rate

• Don’t claim non-reimbursable expenses
  – Curbside baggage check-in fees
  – Hotel concierge or housekeeping
  – Workout /gym fees
  – Batteries, tools, or film
  – Gifts for child or pet care givers
Special Situations – No Lodging TDY

- TDY outside limits of PDS
  - Transportation can be reimbursed
    - Reservations should be made through CTO
  - TDY over 12 hours
    - Receive 75% of locality M&IE for each day
    - Highest rate if more than one TDY location
  - TDY 12 hours or less
    - Usually no M&IE approved
      - Uniformed members may receive actual meal expense, up to PMR
Special Situations – No Lodging Local

• Within limits of PDS (local travel)
  – Transportation can be reimbursed
  – Special rule for POC use
    • Use odometer for miles driven
    • Reimbursement = rate x miles less:
      – Normal commute cost OR
      – Normal commute distance
  – Per diem not authorized
    • Exceptions
      – Threat to life or Government equipment
      – Arms control inspector escorts
Special Situations – Field Duty and Vessels

• Field Duty
  – No per diem
    • Lodging, meals normally provided
    • Civilians may be reimbursed for food costs

• TDY aboard vessels
  – No per diem
    • Lodging, meals normally provided
    • Civilians may be reimbursed for food costs
Filing Vouchers

• Submit voucher within 5 business days
  – Per DoDFMR

• Provide receipts for:
  – Lodging (regardless of cost)
  – Single expenditures of $75 or more

• Comply with local policies and procedures
Key Points – Filing Vouchers

• #1 Issue: RECEIPTS
  – Not attached to voucher
  – Not legible
  – Don’t match claims

• Itinerary/traveler
  – Incorrect itinerary dates or locations
  – Incorrect trip length indicator (1-day travel)
  – Incorrect form (voucher / local voucher)
Summary

• Sources of DoD TDY travel policy
  – JFTR, JTR (incl. App. G, O, P)

• GTCC

• Transportation
  – Comm. Air, Rental Car, POC

• Per diem
  – Lodging, meals, incidental expenses

• Reimbursable expenses

• Special situations
  – No lodging, field duty, vessels

• Filing vouchers (DoDFMR)