Temporary Duty (TDY) Travel Allowances – Basics

Connect 2011 Seminar
April 2011  For Official Use Only
Agenda

• Regulations Overview
• Regulations status
• Resources
Caveats

• Material included in this brief is current *BUT* is subject to change

• *Do NOT* use this brief as the basis of any decision; consult the appropriate reference in the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JTFR) for the most current information
Overview

- JFTR applies to Uniformed personnel
- Service regulations supplement the JFTR, but cannot authorize expenditures that are not allowed in JFTR

* DSSR, FTR, and JTR are not applicable to uniformed personnel for travel and transportation allowances

**Applicable Regulations for Uniformed Personnel**

<table>
<thead>
<tr>
<th>Regulations</th>
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<tbody>
<tr>
<td>Titles 10 and 37 of the US Code (statute law)</td>
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<tr>
<td>Government Accountability Office (GAO) decisions</td>
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<tr>
<td>DoD Office of Hearings and Appeals (DOHA) opinions</td>
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<tr>
<td>Services’ policies in Joint Federal Travel Regulations (JFTR)</td>
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Overview (continued)

- JTR applies to DoD civilians
- DoD civilian employees follow the regulations of the authority whose appropriations pay for the travel (with few exceptions)
- Service regulations supplement the JTR, but cannot authorize expenditures that are not allowed in JTR

*JFTR is not applicable to DoD civilian employees*
JTR and JTFR Basics

• JTR/FTR and JFTR are NOT guidance; have the force and effect of law
  – No JTR or JFTR waivers

• Just because the JTR (or JFTR) does not specifically state that you cannot do something, does NOT mean that you can (JTR, par. C1050-A and JFTR, par. U1000)
  – Said differently: The regulations tell users what they can do; find where the regulations say you can do something
  – If you, as an AO, want to ‘OK’ a reimbursable expense, make sure it’s on JFTR/JTR, Appendix G list!
Status of JFTR & JTR

**Myth:**

- JFTR and JTR are guidance for Government-funded travel and may be replaced/overridden by local policy/decisions

**Truth:**

- JFTR and JTR are ‘statutory regulations’ with the power and effect of law; to violate them is to violate the law
Legal Opinions

Myth:
• Command-level attorneys can interpret JFTR and JTR and render ‘legally binding opinions’

Truth:
• Command-level attorneys may provide ‘ADVISORY’ opinions
• Only DoD Office of Hearings and Appeals in OGC (DOHA) (uniformed members) or GSA’s Civilian Board of Contract Appeals (CBCA) (civilian employees) may render legally binding interpretations
Orders

Myth:

- A command *may* place on an order for a reimbursement (e.g., bottled water, dry-cleaning OCONUS, pet kenneling, baby sitting) not authorized in JFTR and/or JTR since the “command’s money” is being used

Truth:

- Allowances must be authorized/approved in JFTR/JTR to be paid
- Funds used are taxpayer funds over which command is given stewardship
Summary

• Read *APPENDIX A* in JFTR and JTR

• Refer contractor questions to a Contracting Officer’s Representative (COR) and Federal Acquisition Regulation (FAR)

• Use Service Military Advisory Panel (MAP) and Civilian Advisory Panel (CAP) members as resources via your chains of command
  – Phone numbers on DTMO website at: [http://www.defensetravel.dod.mil/site/pdcContacts.cfm](http://www.defensetravel.dod.mil/site/pdcContacts.cfm)
Summary

• A traveler’s greatest need is **CORRECT AND TIMELY INFORMATION!**

• Travelers should be informed by knowledgeable personnel using JFTR, or JTR/FTR/DSSR, and Service implementing regulations
  – JFTR - statutory regulation for uniformed services
  – JTR - implements FTR (& DSSR, in part) for DOD civilian travelers
Resources – DTMO Website
Immediate and Monthly regulation changes

Sign up for email notifications

PDTATAC Contact Information

JFTR/JTR
Resources – Subscriber Customer Service Notifications

- Defense Travel Management Office (DTMO) Notification 30 December 2010
- The following information was updated for 01 January 2011:
  - Foreign and OCONUS Per Diem Rates
  - Overseas Housing Allowances (OHA)
  - Overseas Cost of Living Allowances (COLA)
  - Basic Allowance for Housing (BAH)
  - CONUS COLA
  - Travel Regulations JFTR & JTR
- Mileage rates effective 1 January 2011 were published. TDY and local rates changed from 50 to 51 cents for a car, 47 to 48 cents for a motorcycle and from 28.5 or 12.5 to a single rate of 19 cents per mile when a POC is used instead of a GOV’T vehicle. The PCS MALT rate increased from 16.5 to 19 cents per mile.
- To access this information, visit www.defensetravel.dod.mil
Resources

DTMO Website
- JFTR & JTR (& interim changes not yet in the ‘printed’ regs)
- Sign up for e-mail notification of significant changes
- PDTATAC contact information
- Frequently Asked Questions on business travel/TDY and ‘relocation’/PCS subjects
- Current world-wide per diem rates

www.defensetravel.dod.mil

Travel Explorer (TraX)
- Access eLearning, instructor resources, and reference materials
- Access FAQs through Knowledge Center

www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)
- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX