The New Joint Travel Regulations

2017 GovTravels Symposium
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Session Description

The New Joint Travel Regulations (JTR)

The Department of Defense is working to improve usability and enhance policy compliance by rewriting the JTR in clear, concise and simple language. Rewriting the JTR is a result of DoD's overall policy simplification effort designed to standardize and/or simplify travel policy and allowances, and/or provide cost savings opportunities. The end result will simplified travel rules and a JTR that is easy to comprehend, facilitates travel management technology solutions, and enables an optimum compliance platform. This session will provide an overview of the new JTR framework and DoD's progress towards travel policy simplification.
Introductions

- Laurel Bernard, Analyst, Policy Reform Team
- Joel Ridenour, Chief, Strategic Planning and Policy Division
Revision of the Joint Travel Regulations

• **Bottom Line Up Front (BLUF)** —Applying the BLUF for each policy when revising travel regulations improves navigation and is consistent with the Secretary of Defense's communication instructions.
  - Current policies for travelers are scattered throughout the JTR, making it difficult for readers to find all of the necessary information.
  - Revised draft identifies to which travelers each policy applies, and clearly states the policy and allowances. Policies that have proven confusing for readers in the current JTR are stated in one place in the revised draft rather than continuing to direct the reader to multiple locations.

The example states clearly who can receive travel allowances for testifying. The current JTR tells Service members and civilian employees which travel allowances are available while serving as a witness at a trial or hearing, but it does not specify the requirements to qualify as a “witness.”

• **Standardization of Terminology**—The current JTR describes similar travel allowances in different words, which causes confusion about what the traveler may be reimbursed.
  - Redundancy because of multiple attempts to convey the same thing without recognizing repetitive information.
  - Contradictions in what the JTR says because policy changes were not consistently incorporated into the unrecognizable redundancies.

The example lists terminology that was often misunderstood or used differently within the same JTR policy. Using the same wording consistently in the revised JTR clarifies when the policies are conveying the same thing.

Table 4-2 lists the reimbursable expenses for five different types of leave travel. It combines the redundant policies.

Table 4-2. Reimbursable Expenses for Government-Funded Leave

<table>
<thead>
<tr>
<th>Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost</th>
<th>Allowances and Reimbursements not Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Travel Management Company fees.</td>
<td>• Per diem or meal tickets.</td>
</tr>
<tr>
<td>• Charges for the first checked bag up to the carrier's standard checked baggage allowance.</td>
<td>• Excess accompanied baggage.</td>
</tr>
<tr>
<td>• Arrival or departure taxes or fees.</td>
<td>• Unaccompanied baggage.</td>
</tr>
<tr>
<td>• Currency conversion fees for allowable transportation costs.</td>
<td>• Transportation from the permanent duty station (PDS), home, or destination to the airport and return, except Funded Environmental and Morale Leave.</td>
</tr>
<tr>
<td>• Ground transportation between interim airports.</td>
<td>• Terminal parking fees.</td>
</tr>
</tbody>
</table>

• **Structure of How Allowances are Explained**—We applied tools recommended in the Federal Plain Language Guidelines to convey parallel information in the revised draft that is currently scattered throughout the JTR.
  - Revised JTR uses a consistent structure of grouping like allowances.
  - Present the different types of allowances, such as Transportation or Per Diem, in the same order for each policy and simplify complex limitations using tables and charts.
As-Is/To-Be

Current JTR
- Chapter 1: General
- Chapter 2: Official Travel
- Chapter 3: Transportation
- Chapter 4: TDY
- Chapter 5: PDT
- Chapter 6: Evacuations
- Chapter 7: Special Circumstance
- Chapter 8: CONUS COLA
- Chapter 9: OCONUS COLA & TLA
- Chapter 10: Housing Allowances
- Appendices
  - A: Definitions and Acronyms
  - E: Invitational Travel (Part 1 & 2)
  - F: Consumable Goods Allowance
  - G: Reimburseable/Non-reimbursable Expenses
  - Quick Reference Tables
  - H: Travel Purpose Identifiers and Premium Class Transportation
  - I: Travel Orders
  - J: COLA (member only)
  - K: OHA (member only)
  - M: Station Allowances (member only)
  - N: MIHA (member Only)
  - O: TDY Travel Allowances
  - P: City Pair Program (Part 1 & 2)
  - Q: OCONUSTour Lengths/Tours of Duty
  - R: Conferences
  - S: FEML Locations/Destinations
  - T: Standard Data Elements for Travel
  - U: R&R Locations/Destinations
  - W: Administrative Weight Allowance Locations

Revised JTR
(1 Book, 2 Volumes)
- Volume 1
  - Chapter 1: General Policy Applicable to all Travel Categories
  - Chapter 2: Standard Allowances
  - Chapter 3: TDY Travel
    - Part A: Business
    - Part B: Training
    - Part C: Deployment
    - Part D: Medical
    - Part E: Leave in Conjunction with TDY
  - Chapter 4: Government Funded Leave Travel
  - Chapter 5: Permanent Duty Travel
  - Chapter 6: Evacuation
  - Chapter 7: Resources
- Volume 2
  - Chapter 8-10
  - Appendices J, K, M, N

Website References
(Administrative, Procedural, Computations)
- Conferences
- Computations
- Additional Appendices*

Appendices

1 Has been deleted
2 Will be deleted; original source will be cited
3 Has been moved to body of the JTR
4 Will be moved to Chapter 7 or separate document will be linked and cited
Way Ahead

January 2017
- JTR TDY Final
- Gov't Funded Leave Draft Complete

March 2017
- Gov't Funded Leave Travel Final
- Uniformed PDT Draft Complete
- Evacuation Draft Complete

April 2017
- JTR TDY Published
- Civilian PDT Draft Complete

July 2017
- Gov't Funded Leave Travel Published
- PDT Final
- Evacuation Final

September 2017
- PDT Travel Published
- Evacuation Travel Published
Questions?

www.defensetravel.dod.mil