

**APPENDIX G**  
**QUICK REFERENCE TABLES**  
**FOR REIMBURSABLE AND NON-REIMBURSABLE**  
**OFFICIAL TRAVEL EXPENSES**

This Appendix addresses commonly incurred expenses ICW official travel. It is intended **only as a quick reference table** of reimbursable and non-reimbursable expenses. See Ch 2, part M for detailed expense lists, restrictions, and governing regulations.

A. Reimbursable Official Travel Expenses

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Members		Employees	
	PCS	TDY	PCS	TDY
Baggage check in fee, curbside (Travelers with a disability/special need only)	X	X	X	X
Baggage, excess accompanied	X	X	X	X
Baggage Expenses (limited only to those authorized in par. 2830)	X	X	X	X
Baggage storage fee	X	X	X	X
Baggage transfer fee	X	X	X	X
Biometric fees (ICW a passport and/or visa)	X	X	X	X
Birth certificate	X	X	X	X
Carrier terminal fees	X	X	X	X
Computer internet connections		X		X
*Conference Registration Fee		X		X
Conveyance costs to and from the transportation terminal	X	X	X	X
Currency conversion fees	X	X	X	X
Currency conversion fees for other than GTCC <b>(Members Only)</b>	X	X		
Dependent fees	X	X	X	X
Deposits when TDY is curtailed/canceled/interrupted		X		X
Disease prevention measures	X	X	X	X
Driver (vehicle) services		X		X
Driver’s License/permit (international) and photos, (for members and employees only, <u>not dependents</u> )	X	X	X	X
Early checkout penalty when TDY is curtailed/canceled/interrupted		X		X
Energy surcharge fees	X	X	X	X
Green card fees	X	X	X	X
Government conveyance costs		X		X
GTCC late payment, expedited delivery, and Chip/PIN card issue fees	X	X	X	X
Guide services		X		X
Insurance, driving related (in a foreign country only)		X		X
Interpreter services		X		X
Legal service fees ICW a passport, visa, green card, or changes in status	X	X	X	X
Lodging, dual		X		X
Lodging, daytime fees		X		X
Lodging, mandatory fees		X		X
Lodging reimbursement while on leave, ICW a contingency operation, evacuation, or long term TDY flat rate per diem. <b>(Members Only)</b>		X		

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Members		Employees	
	PCS	TDY	PCS	TDY
Lodging reimbursement while on leave, when receiving long term TDY flat rate per diem <b>(Employees Only)</b>				X
Lodging tax in CONUS and non-foreign OCONUS areas only	X	X	X	X
Merchant surcharge - GTCC <u>or</u> personal charge card (ICW official travel) <b>(Members Only)</b>	X	X		
Merchant surcharge - GTCC only (ICW official travel) <b>(Employees Only)</b>			X	X
Military working dog expenses		X		X
Paper ticket fees	X	X	X	X
Parking fees at a terminal		X		X
Passport fees ICW official travel (member, employee, and dependents)	X	X	X	X
Pet quarantine	X		X	
Photograph fees for OCONUS travel ICW a passport, visa, or green card	X	X	X	X
Physical examination fees ICW a visa	X	X	X	X
Prepaid rent forfeited when TDY is curtailed/canceled/interrupted		X		X
Preparatory travel expense reimbursement when the order is amended, modified, canceled or revoked	X	X	X	X
POC tax and license fee ICW TDY <b>(Employees Only)</b>				X
POC use on TDY		X		X
Rental vehicle reimbursable expenses		X		X
Resort fees	X	X	X	X
Room rental		X		X
Service/processing/transaction fees for arranging transportation, rental car, and lodging accommodations	X	X	X	X
Special conveyance/rental vehicle expenses		X		X
Storage of property used on official business		X		X
Tips, baggage handling -- for traveler with a disability/special need	X	X	X	X
Tips, baggage handling -- for dep baggage that sponsor cannot handle when dep travels with the sponsor	X		X	
Tips, baggage handling -- for unaccompanied dependent's baggage	X		X	
Tips, taxi cab/limousine service. Not separately reimbursable but included in the cost of the transportation	X	X	X	X
Transportation to/from the transportation terminal (TDY travel only)		X		X
Travel and transportation related expenses	X	X	X	X
Value added tax certificate		X		X
Visa fees for OCONUS travel	X	X	X	X

B. Non-Reimbursable Official Travel Expenses

<b>NON-REIMBURSABLE OFFICIAL TRAVEL EXPENSES</b>
ATM use
Baggage check-in fee, curbside
Communication services
Laundry/dry cleaning expenses
Medical fees
Mission related expenses
Passport fees for an acquired dependent <b>(Members Only)</b>
Personal expenses
Phone calls, official
Prepaid phone cards/cell phones
Registered traveler membership fee
Insurance, personal accident
Insurance, rental car (U.S./non-foreign OCONUS location)
Rental car damage ICW non-official business
Rental equipment purchase
Tips aboard commercial ships
Tips, baggage handling
Tips for handling Gov't property
Tips ICW Courtesy Transportation (e.g., hotel, park and ride or airport shuttles)

**BLANK PAGE**