MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: CTD for CAP 039-17(I) -- Move par. 2200-D3 (Unauthorized Reimbursement) to Ch 5

1. **SYNOPSIS:** This item moves par. 2200-D3 (Unauthorized Reimbursement) to Ch 5 in accordance with direction from the Travel Policy Reform Team.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the Travel Policy Reform Team.

4. These changes are scheduled to appear in the JTR, dated 1 April 2017.

5. This determination is effective when printed in the JTR.

6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

DONNA K. HADDIX
Chief, Policy & Regulations Branch

Attachment:
Rev 1

**Civilian E-Mail Distribution:**
CAP Members  P&R Branch  PMO-DTS  GSA-3FT  GSA-OGP(MTT)  DTMO  CBCA Judges
JTR REVISIONS

2200-D3

D. Unauthorized Reimbursement

5500  SCOPE
A. General
B. Two or More Family Members Employed
C. Employee Married to Member
D. Travel Orders

5500-D

*D. Travel Orders. Expenses incurred before receipt of a written or oral order are not reimbursable unless the DoD Agency has manifested a clear “administrative intent” to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement (CBCA 3294-RELO, 29 May 2013). See App I for travel order issuance.
The following pages are the same policy preceding this page but showing tracked changes.
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5500 SCOPE
A. General
B. Two or More Family Members Employed
C. Employee Married to Member
D. Travel Order Issuance

5500-D

*C. Travel Order Issuance. Expenses incurred before receipt of a written or oral order are not reimbursable unless the DoD Agency has manifested a clear “administrative intent” to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement (CBCA 3294-RELO, 29 May 2013). See App I for travel order issuance.