



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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PDTATAC/dlw

15 April 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 53-13(I) – Remove Information on Permissive  
Travel

1. **SYNOPSIS:** This item removes references to permissive travel and other travel when there is no reimbursement by/expense to the GOV'T. The JTR does not address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies). For information on permissive travel, please refer to DoDI 1400.25, Vol. 630 and Component supplemental personnel and travel guidance for excused absence and permissive travel policies, respectively.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by DON.
4. These changes are scheduled to appear in JTR change 572, dated 1 June 2013.
5. Revisions in this information item are *effective 15 April 2013*.

*//Approved by Velda A. Potter for//*

**W. B. TIRRELL, SR.**

Chief, Policy and Regulations Branch

Attachment:

Rev 1

**Civilian E-Mail Distribution:**

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

## JTR REVISIONS

### U1000-D:

#### D. Travel Not Paid for by the GOV'T

##### 1. The JTR:

a. Addresses allowances paid/reimbursed by the GOV'T, and

b. Does *not* address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies). See DoDI 1400.25, Vol. 630 and Component supplemental personnel and travel guidance for excused absence and permissive travel policies, respectively.

\*2. Policy. When travel at GOV'T expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C5025 for policy on travel at GOV'T expense.

##### \*3. Employee Status

a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status.

b. If the employee is in a duty status, a funded travel order *must* be issued.

## JTR REVISIONS

### APP I4:

\*m. Conference Lodging Allowance -- Indicate “*Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination)*” if a conference lodging allowance (a predetermined allowance up to 125% of applicable locality lodging per diem rate (APP R1, par. H)) is authorized. Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

\*n. Communication Services -- Include the dollar amount/call for authorized calls home (APP G).

\*o. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full GOV'T allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)) covers some but not all of the allowable travel and subsistence expenses. Ch 4, Part B to determine the applicable maximum allowances.

\*p. Pet Transportation -- Include the following statement on an order for travel to foreign locations and back to the U.S.

**NOTICE (par. C5400):** A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at <http://international.fws.gov/pdf/pe.pdf>; and an application for the one-time import, export, or re-export of pets into/from the U.S. at <http://forms.fws.gov/3-200-46.pdf> (Ch 5, Part I).

\*q. ‘Fly America’ Act -- Include the endorsement required by par. C3525-F when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

\*r. Emergency Visitation Travel -- Indicate “EVT transportation authorized for dependent under Ch 7, Part M and include the dependent’s name(s) if EVT transportation is authorized for dependent traveling with the employee. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*”

\*s. If EVT transportation is authorized for a dependent traveling with an employee, include the statement “EVT transportation authorized for the dependent under Ch 7, Part M.”, and include the dependent’s name. (*An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*)

\*t. Include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

\*u. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.