



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/dlw

31 July 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 81-13(E) -- Add CBCA Decision Authorizing
Exception to Policy for Reimbursement of Relocation Expenses

1. SYNOPSIS: Adds CBCA Decision 3294-RELO; dated 29 May 2013 to JTR, par. C2200-D2, authorizing an exception to the general rule by allowing cost reimbursement if the agency has manifested a clear “administrative intent” to transfer the employee when costs are incurred.
2. These changes are scheduled to appear in JTR change 575, dated 1 September 2013.
3. This determination is *effective on 31 July 2013*.

//Approved//

TONIA BOCK

Chief, Strategic Planning and Policy Division

Attachment:

Rev 2

Civilian E-Mail Distribution:

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

JTR REVISIONS

C2200-D2:

D. Unauthorized Reimbursement

1. Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order.

*2. *Expenses incurred before receipt of a written or oral order are not reimbursable unless the 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](#)).*