



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

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PDTATAC/tgh

27 February 2013

MEMORANDUM FOR      SEE DISTRIBUTION

SUBJECT:                      UTD/CTD for MAP 017-13(E)/CAP 014-13(E) – Definition of  
Incidental Expenses

1. SYNOPSIS: Eliminates outdated costs in the definition of Incidental Expenses.
2. These changes are scheduled to appear in JFTR change 316, and JTR Change 570 dated 1 April 2013.
3. Revisions in this information item are *effective 27 February 2013*.

//Approved//  
**TONIA BOCK**

Chief, Strategic Planning and Policy Division

Attachment:  
Rev 1

**Uniformed E-Mail Distribution:**

MAP Members    T&T Branch    PMO-DTS    GSA-3FT    GSA-OGP(MTT)    DTMO    PPC

**Civilian E-Mail Distribution:**

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

## JFTR\JTR PROPOSED CHANGES

### APP A1:

#### PER DIEM ALLOWANCE

A. – E. \*\*\*\*\*

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);
  - b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, par. U2810/JTR, par. C2810.;
3. Laundry/dry cleaning, and/or pressing of clothing when travel is to an *OCONUS location*;
4. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));
5. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and
6. Any other necessary expenses related to lodging that are listed in the room account.

***NOTE: Incidental expenses do not include any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.***

G. \*\*\*\*

**JFTR/JTR PROPOSED CHANGES**

**APP G:**

<b><u>Pet Quarantine.</u></b> JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X	
<b><u>Phone Calls (Official)</u></b>  1. The AO:  a. May determine certain communications to a traveler’s home/family are official and are reimbursable (i.e., to advise of the traveler’s safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary) and should limit these communications to a dollar amount in advance of TDY,  b. May determine certain communications to reserve lodgings are official and are reimbursable, and  c. May approve charges after TDY completion, when appropriate (adopted from <a href="#">GSBCA 14554-TRAV, 18 August 1998</a> ).  2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.		X		X
<b><u>Physical Examination Fees.</u></b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				