



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J25-01

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

1 April 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD CTD for MAP/CAP 34-15(I) – Cash Advance Fees

1. **SYNOPSIS:** Clarifies that cash advance fees of any type are considered as part of the incidental expense portion of per diem and not a separate reimbursable expense.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by USAF/DTMO Staff.
4. These changes are scheduled to appear in the JTR release of 1 May 2015.
5. Revisions in this information item are *effective 1 April 2015*.

//approved//

Joel T. Ridenour

Chief, Policy and Regulations Branch

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:

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

JTR REVISIONS

Par. 2830-G.

Carrier Terminal Fees. *****

Cash Advance Fees. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an automated teller machine, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. These fees are not reimbursable expenses and are included as part of the incidental expense portion of Per Diem (APP A1).

Communication Services *****

APP A1.

AUTHORIZING/ORDER ISSUING OFFICIAL (AO). *****

BAGGAGE *****

PER DIEM ALLOWANCE

A. – E. *****

F. Incidental Expenses

1. Authorized. Incidental expenses include:

a. – f. *****

g. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an automated teller machine, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. ; and

h. *****

2. *****

PER DIEM, REDUCED. *****

The following pages are the same policy preceding this page but showing tracked changes.



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JTR REVISIONS

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Par. 2830-G.

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Communication Services *****

APP A1.

AUTHORIZING/ORDER ISSUING OFFICIAL (AO). *****

~~AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor provided services that allow cash withdrawals from participating ATMs to be charged to a GTCC.~~

BAGGAGE *****

PER DIEM ALLOWANCE

A. – E. *****

F. Incidental Expenses

1. Authorized. Incidental expenses include:

a. – f. *****

g. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an automated teller machine, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. Administrative fees for ATM use; and

h. *****

2. *****

PER DIEM, REDUCED. *****