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
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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CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO OSD
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Carrier Terminal Fees. *****

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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. *****