



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

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/vap

9 June 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD for MAP 72-16(E) -- Lodging for Disciplinary Travel

1. **SYNOPSIS:** Clarifies that a member traveling for disciplinary action must be provided Government quarters, but if none are available, actual lodging cost not to exceed the lodging portion of the locality per diem rate may be reimbursed
2. These changes are scheduled to appear in the JTR, dated 1 August 2016.
3. **This determination is effective when printed in the JTR.**
4. Action Officer: Velda A. Potter (velda.a.potter.civ@mail.mil).

*//Approved//*

**JOEL T. RIDENOUR**

Acting Chief, Strategic Planning and Policy Division

Attachment:

Rev 2

**Uniformed E-Mail Distribution:**

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

## **JTR REVISIONS:**

### **7620-A:**

#### **A. Disciplinary Action**

##### **1. Transportation**

a. General. When a member is ordered to travel for disciplinary action:

(1) A GOV should be used, if available; or

(2) If a GOV is not available, the member must be directed to use Gov't procured transportation;

(3) If Gov't procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or

(4) If a POC is used for the ordered travel, the member is authorized the Other Mileage Rate (see par. 2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required.

b. Limitations. The provisions in par. 3220-B allowing reimbursement up to the directed mode cost does not apply.

2. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs NTE the meal tickets values in par. 2030.

##### **3. Lodging**

a. Gov't Qtrs are directed for mandatory use.

b. If bachelor quarters (barracks) are not available at no cost, then visiting transient quarters should be used and the member reimbursed the Gov't Qtrs service charge,

c. Only if the office responsible for scheduling and arranging the disciplinary travel cannot arrange Gov't Qtrs, then the member may be reimbursed actual lodging cost up to the locality lodging rate if non-availability is documented IAW par. 2570.

##### **4. Per Diem**

a. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized as the traveler is not in a travel status performing official business.

b. See App A1 for the definition of "travel status".

c. The Service is responsible for scheduling and arranging travel and transportation for disciplinary action travel at Gov't expense.

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



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