MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 082-17(I) – Actual Expense Allowance (AEA) Wording

1. SYNOPSIS: Corrects the wording in par. 020307-B1 on AEA and reinserts wording on the maximum Incident Expense (IE) that inadvertently omitted from the rewrite.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by Staff.

4. These changes are scheduled to appear in the JTR, dated 1 September 2017.

5. This determination is when printed.

6. Action Officer: Velda A. Potter (velda.a.potter.civ@mail.mil).

//approved/

Donna Haddix
Chief, Policy & Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
JTR REVISIONS

020307-B1:

B. Computation.

1. The AEA must not exceed the approved percentage of the maximum locality per diem rate. If AEA for lodging and M&IE exceeds the maximum locality AEA per diem rate, then decrease the M&IE AEA rate to the descending dollar and add the extra cents to the AEA lodging amount. The daily amount is not prorated for fractions for the day; however, the AO must review and approve expenses incurred and claimed for a fraction of the day.

020307-F:

F. AEA Authorized for Lodging and M&IE.

1. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required.

2. Items defined as incidental expenses (for example: baggage and hotel tips) that do not accrue on a daily basis are averaged over the days at the TDY location.

3. Reimbursement for Incidental Expenses may not exceed the Incidental Expense rates in par. 020304-F.
The following pages are the same policy preceding this page but showing tracked changes.
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