



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

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PDTATAC/tgh

26 September 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 116-12(E)/CAP 99-12(E) – LAUNDRY  
EXPENSES

1. **SYNOPSIS:** Clarifies language concerning the reimbursement of laundry expenses in APP G.
2. These changes are scheduled to appear in JFTR change 311, and JTR change 565, dated 1 November 2012.
3. This determination is *effective on 26 September 2012*.

*//Signed//*

**PHILIP G. BENJAMIN**

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:**

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

**JFTR/JTR APP G REVISIONS**

**APP G:**

<p><b><u>Laundry/Dry Cleaning Expenses (Civilian Employee Only)</u></b></p> <p>1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during <b>TDY or PCS</b> travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense when travel <b>within CONUS</b> requires at least 4 consecutive nights lodging.</p> <p>2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.</p>			X	X
<p><b><u>Laundry/Dry Cleaning Expenses (Uniformed Member Only)</u></b></p> <p>1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense up to an average of \$2/TDY night, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16), etc.</p> <p><i><b>NOTE: Laundry/dry cleaning/pressing costs are a reimbursable expense and should only be reimbursed when a cost is incurred. Example: Member is TDY for 18 days (17 nights) - maximum possible reimbursement is \$34. Member incurs \$17 for laundry costs. The amount claimed and reimbursed should be \$17 as it does not exceed the allowable \$34 maximum. The member may not arbitrarily claim or be paid \$34.</b></i></p> <p>2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the significantly higher locality IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.</p>	X			